

**To:** Cabinet, Archives  
**From:** Sherry Weber  
**Subject:** Minutes of August 20, 2019

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**Members Present:** Collins, Hilliard, Jbara, Johnson, Linden, Lueth, Washington and Welsh  
**Staff Present:** Sherry Weber

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The minutes of July 30, 2019 were approved as amended.

1. Billy Reynolds, Tom Hamann and Paige Eagan presented a facilities proposal to Cabinet
2. A 2019 Summit update was given by Aaron Hilliard
3. The agenda for the Cabinet retreat on 8/22/19 was reviewed
4. FTIAC Registration was presented and supported by Cabinet
5. Academic calendar adjustments discussed and supported by Cabinet
6. Internship Learning Agreement was presented by Craig Jbara and Kathy Johnson. Cabinet agreed to bring this topic back for discussion at our next meeting.
7. Update/Action or Goals and Results

**International Admissions**

- ISS is now listed on hotcourses.com, a search services for international students, with a profile for generating student leads.
- 15 new international students are expected for the fall.
- Orientation on Aug. 21 will include an ice cream social from 2:30-3:30 in TTC 4230 for any staff to meet the new international students.
- International Education Week is Nov. 18-22. Student panels, a cultural showcase and Thanksgiving dinner are being planned. Details to follow.

**Early Middle College**

- Last EMC summer camp starts 8/12. Camps have been full with 24 per week.
- Two new high school camps (9<sup>th</sup> and 10<sup>th</sup> grade students) were offered. Crime Scene investigation camp had 18 campers. The used their observation skills to analyze a crime scene and provide the rationale for who was the most likely suspect. The Animotion camp had 13 students register. These students created Claymation stop motion movies revolving around the book called The Real Story Behind the Three Little Pigs.
- Two EMC kick off sessions are planned for new students- Van Buren ISD 8/20 (53 students) and KRESA/Gull Lake 8/21(150 students). Both of these sessions are for brand new (11<sup>th</sup> grade) students. A refresh session for 80 high school seniors in the Kalamazoo/Gull Lake programs is planned for 8/22.
- Fifth Year First Fridays sessions for students in their final year has morphed into structured meetings once per semester and social/informal sessions once per month. These social/informal sessions are designed to help students really immerse into collegiate life. EMC social/ informal session include attendance at Cougar Kick Off in September, a men's basketball game in November and a study break session in December. We have a formal learning workshop in October geared around hot topics like financial aid, scholarships, and looking to the future.

- Michigan Concurrent Enrollment Partners (MI-CEP) is planning a dual enrollment week for winter semester and I am part of that planning team. More to come as details firm.

### **Enrollment Management**

- Currently working with 3,270 applicants for Fall 2019 semester. We currently have converted 25.5% of Fall Applicants to enroll which equates to 1,120 students.
- The first Get It Done event on July 31 had 225 students in attendance and a total of 300 guests (families and friends who came with students). Looking forward to the turnout for the August 7 Get It Done at AWH & CNM
- Fall Recruitment season has begun and off campus enrollment events have already been booked for August and September.
- College Night will be on October 14th from 6pm-7:30pm at TTC
- HS Counselors' Breakfast will be September 27 on The Groves campus beginning at 8:00am

### **Retention**

- **ReUp:** Summer 2019 semester final enrolled headcount of ReUp students is 113. Currently Fall stands at 275.
- **Registration Campaign:** Currently underway is a calling campaign encouraging a targeted group of students to register for Fall 2019. The list includes 2400+ students that were enrolled Fall 2018, did not transfer, did not graduate, and persisted either into Winter 2019 or Summer 2019. Campaign scheduled to wrap up on August 9.
- **Batch Cancel:** To date, 390 of the 999 students (39%) dropped during batch cancellation have re-enrolled. This percentage of re-enrollment is slightly higher at the 3 week post batch benchmark than it was after Winter 2019 batch cancellation. Winter 2019 batch cancellation re-enrollment rate finalized at 53%. We will continue to monitor and report on re-enrollment rates of these students.
- **Proximity Reader Attendance Pilot:** Readers have been installed. IT currently working to retrofit/develop wellness center programming to track attendance and incorporate individual course information into the data so it is more usable by instructors. Plan to integrate into Target X and send out communication to students upon absence. Will also monitor closely during pilot.
- **Fall Intake Survey:** Ongoing collection and monitoring of responses. Planning to review F18 responses to analyze correlation with outcomes (e.g. Course Success, cumulative GPA, persistence, etc.).
- **"Asset Map":** Updated departmental directory has been published on website. Contains updated departmental information searchable by keyword that reflects the asset map information collected. Please submit updates to key word searches for your departments to Evan or IT.
- **Program Not Correct Campaign:** Planning to begin hold calling campaign for students indicating their program on file is not correct (via intake survey). Call to action is to have their program updated with a counselor/advisor. We plan to do this after the start of the Fall semester, extracting any students that changed their program between survey completion and the date range of the campaign. Also plan to remove students that were contacted last year for this purpose and FYE students who will be diving deeper into career exploration.

### **Guided Pathways**

- We are interviewing for two pathway advisors for Industrial Trades and Public Service, as well as one for Liberal Arts, English and Humanities. This will position us to have an advisor assigned to each pathway for the first time. We have two career advisor positions that are now vacant.

We will be seeking to fill them. Finally, we will be interviewing for 2 part-time counselors after the start of the semester. Filling vacancies should allow us to have representation on pathway teams for each pathway. Vacancies are due to resignations, move to full-time positions and retirement.

- A cross-functional group attended Michigan Student Success Network meeting focused on Supporting an Equity Mindset in Guided Pathways Wednesday, July 10 at Montcalm Community College. This meeting featured content experts from Achieving the Dream who shared lessons learned from their national work. This will be the focus of work supported by the Michigan Student Success Network for the 2020-2021 year.

#### **University Center**

- Siena Heights has hired a new Enrollment Advisor, Christine Packard, for the Kalamazoo campus. She is a KVCC & WMU Alumnus. Christine's first day is July 30.
- Siena Heights is still actively planning it's 100<sup>th</sup> Anniversary event taking place on August 19<sup>th</sup>. A celebration event will be hosted in room TTC 5740 starting at 5:30pm. All community members, KVCC staff and faculty are invited.

#### **Life Enrichment/Community Outreach**

- A Wellness Fair was held on July 19, with over 40 businesses and organizations represented, to explore corporate training opportunities for our health related community classes.
- New class listings will be communicated once they have been put on the website.

#### **Analytics**

- Final 2019 Department level KPI calculations should be complete and submitted up thorough Cabinet members to Kathy Johnson/Janet Nykaza. If administrators have not submitted final 2019 KPIs please do so as soon as possible.
- New 2020 Department level KPI data gathering process is underway - each Cabinet Member Vice President has received excel data input forms and should be gathering information from their administrators. The 2020 process is similar to the 2019 process except now Department level KPIs are tied to 2020-2022 Strategic Focus Areas. 2019 and 2020 KPI data will be presented at the upcoming Administrators Plus meetings.
- The Analytic Dashboard has been updated.

#### **Standing Items**

##### — Travel

- Russ Panico to attend the NJCAA Region 12 Fall 2019 Athletic Director's Meeting at Muskegon Community College in Muskegon, MI from September 23-24, 2019.
- Steve Crawford to attend the 2019 Digistar Users Group Annual Conference in Dayton, OH from September 8-14, 2019.
- Steve Crawford to attend the Great Lakes Planetarium Association Annual Conference in Toledo, OH from October 23-26, 2019.
- Evan Pauken to attend the National Symposium on Student Retention in New Orleans, LA from October 28-31, 2019.
- Alisha Cederberg to attend the MASFAA Conference in Lombard, IL from October 6-9, 2019.
- Billy Reynolds to attend the National Collegiate Honors Council Conference in New Orleans, LA from November 6-10, 2019.

- Patrick Joswick to attend the Program Administration Workshop in Chicago, IL on October 9, 2019.
- Patrick Joswick to attend the ACEN Conference Self-Study Forum in Chicago, IL from October 10-11, 2019.
- Denise Lindsley and Dan Mondoux to attend the MCDEC Meeting in Lansing, MI on September 6, 2019.
- Lindsay Harvey to attend the AAMA Annual Conference in Greensboro, NC from September 13-15, 2019.
- Jill LaPenna, Victoria Hileski and Yvonne Chapman to attend the 2019 ACEN Conference Self-Study Forum in Chicago, IL from October 10-11, 2019.
- Beth Purdy to attend the Great Lakes Regional Community College Exhibition at Wayne State University in Detroit, MI on June 28, 2019.

— Grants

- \$30,000 proposal to The Marvin and Rosalie Okun Foundation for Valley Food Share, Erin Dominianni, Project Manager.
- FIC entered into a grant agreement with Senior Services. Senior Services will donate a hoop house to the FIC. In return the FIC will coordinate the growing of food for the Senior Services community.
- The Nursing Department received a \$12,020 grant from the State of Michigan for equipment.

— Kudos

- Mike Hall and Bob Bechtel for their great job updating the Analytics Dashboard for the 2020 academic year.
- Thank you to all of the individuals who volunteered at the Get It Done Event. It was great having everyone working together and meeting new people.
- Our Building and Grounds Crew does a wonderful job making all of our grounds and campuses look amazingly beautiful. Thank you!

— Reality Check

- ALEKS placement test was discussed by the group

— Hires, Resignations, Transfers, Retirements

Hires

- Jeremy Breeding, Building Operations Manager, effective 8-19-19
- Bethann Talsma, FT Business Faculty, effective 8-28-19
- Robert (Joe) Wagner, FT Business Faculty, effective 8-28-19

Resignations

- Brooklyn Washington, PT SSS Assistant, effective 7-18-19
- Brendon Lovely, PT Groundskeeper, effective 7-23-19
- Michael Gerard, PT Library Aide, effective 8-1-19
- Carolina Lumetta, PT Student Ambassador, effective 8-15-19

— Other

- Cabinet approved the Groundskeeper Position Justification Form.
- Cabinet approved the Fleet Maintenance Specialist Position Justification Form.
- Cabinet approved the Theater and Planetarium Technologist Position Justification Form with criteria that needs to be met. May come back to Cabinet for review.
- Cabinet discussed Valley Food Share funding.
- On October 29 & 30 Ellucian will be on campus to perform a strategic alignment plan assessment.
- We will be reposting for the Dean of Instruction – Business, Professional/industrial Trades & Public Service position.
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**Next Cabinet Meeting: September 3, 2019 at 9:30 am.**