

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of September 3, 2019

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

The minutes of August 20, 2019 were approved as amended.

1. KVCC External Directory was reviewed and discussed by Cabinet.
2. Chris Voss and Aaron Hilliard reviewed and presented Strategic Plan Updates.
3. Cabinet discussed unpaid internships at KVCC.
4. Update/Action or Goals and Results
 - International Admissions
 - We expect to enroll 18 new full-time international students for fall and can still accommodate guest students.
 - We'll be welcoming students from four countries not otherwise represented on campus: Oman, S. Korea, Sweden and Scotland.
 - The next international student event is a downtown Kalamazoo scavenger hunt in collaboration with Jackson College on Sept. 20.
 - We have an ad published in the Spanish version of the Study in the USA printed study guide.
 - Enrollment Management
 - Throughout August EM participated in 11 community and high school back-to-school events. Targeted areas include Kalamazoo neighborhoods, Big Brothers Big Sisters, Communities in Schools, YWCA, Kalamazoo Promise as well as Schoolcraft, Parchment, Paw Paw and Portage Central high schools.
 - Counselors' Breakfast will be held on Friday, September 27 from 7:30am-12:00pm at the Groves and will highlight our non-credit programs. For the first time we will be offering three state issued continuing education credits (SCECHS) that participants may purchase for \$10.
 - College Night will be held on Monday, October 14 from 6:00-7:30pm at the Tower entrance of TTC.
 - Get It Done at TTC and AWH were both great successes. A total of 353 students were in attendance (TTC: 223 & AWH: 130).
 - Ongoing calling campaign for students who attended a Get It Done event and have not yet registered for Fall 2019.

— Retention

- **Academic Probation:** The following academic standing movement took place after Summer 2019 grade roll

Distinct Count	Academic Standing Code	Academic Standing Description
2	WP	Warning, Completed Student Success Plan
5	DX	Academic Dismissal
14	PX	Probation, Action Required
30	00	Good Standing, but withdrew from all registered courses
40	WX	Warning, Action Required
500	GO	Good Standing
999	IO	New student attempted <12 cr hours (not subject to policy)
1725	ZZ	Standing, Prior to Policy (grandfathered, not subject to policy)

- Students experiencing changes to their academic probation standing have been notified via email and first-class mail.
- **Early Alert:** Final count of Summer 2019 semester early alerts submitted = **80** (comparable to 76 received in Summer 2018)
- **IHEP, Degrees When Due:** Kalamazoo Valley has been selected to participate as part of the second cohort of the Degrees When Due initiative. This initiative focuses on degree reclamation specifically for adult/non-traditional age groups and reverse transfer candidates.

— Life Enrichment

- Ascension Borgess Bariatric Session on 8/20 focused on healthy desserts appropriate for patients that have undergone bariatric surgery. Session instructors were Lisa Lobel, RDN (from Borgess) and Chef Cory Barrett. The class was sold out (24 participants) and had an additional 10 people on a wait-list.
- CARES of Southwest Michigan (Community Aids Resource and Education Service) is a new community partner! We conducted our first session on 8/27 with the group, and focused on healthy eating on a budget. This session was facilitated by Chef Cory Barrett and Corrine Bieber-Peak (from Bronson). The curriculum was developed specifically for the agency's clients and shifted from recipes to cooking guidelines. This provides participants the tools needed to create their own dishes based on items available to them - rather than having to buy ingredients for a recipe. Participants also engaged in a meal planning activity and very satisfied with the conveyed information.

— Analytics

- The 2019 Final KPI results and the 2020 new KPIs have been submitted. The KPIs will be discussed at upcoming Administrator Plus meetings.
- The Analytics Dashboard has been updated in preparation for the new Academic year

Standing Items

— Travel

- Tom Sutton to attend the Train the Trainer Course in Wisconsin from September 5-6, 2019.
- Bruce Panches to attend the National Communication Association Annual Conference in Baltimore, MD from November 13 – 18, 2019.
- Cheryl Almeda to attend the NCTE (National Council Teachers of English) Convention in Baltimore, MD from November 20 – 23, 2019.
- Kevin Fuchs, Tim Erskine and Melissa Farris to attend the MIWLA Conference in Lansing, MI on October 25, 2019.

— Hires, Resignations, Transfers, Retirements

Hires

- Austin Wertheimer, Food Hub Logistics Technician ParaPro, effective 9-1-19
- Theresa McFall, Nursing Lab Coordinator, effective 9-3-19
- Kara Marfia, Systems Analyst, effective 9-16-19

Transfers/Appointments

- Kelly Flinn, from Utility Maintenance Specialist to HVAC Technician, effective 9-1-19
- Angela Batts, from PT Library Aide to Cataloging Specialist ParaPro, effective 9-1-19

Retirements

- Ken Rakoski, Fleet Maintenance Specialist, effective 8-31-19

Resignations

- Sara Looney, PT Student Services Assistant, effective 8-28-19
- Lucas Dailey, Accounting Assistant ParaPro, effective 9-13-19

— Other

- Cabinet approved the Utility Maintenance Specialist Position Justification Form.
- Cabinet approved the Program Monitor Position Justification Form.
- Cabinet approved the Network Analyst Position Justification Form.
- The new staff development website is up and ready to go.
- Strategic Values Resolution was shared with Cabinet for review/updates.
- Lifestyle Medicine Training is getting a lot of visibility and classes are expanding.
- Auditors will be on site for the next two weeks.
- The Summit went well, break-out sessions were great.

Next Cabinet Meeting: September 17, 2019 at 8:00 am.