

**To:** Cabinet, Archives  
**From:** Sherry Weber  
**Subject:** Minutes of September 17, 2019

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

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Cabinet reviewed and discussed the revised Cabinet agenda and the typical agenda items and Strategic Plan yearly calendar.

1. The minutes of September 3, 2019 were approved as amended.
2. KVCC is working with Oracle Cloud for potential back up and restoration, disaster recovery and off site location.
3. Vice Presidents to present on the Strategic Plan Focus Areas at next meeting.
4. **Standing Items**
  - **International Admissions**
    - We currently have 54 full-time international students enrolled for the fall; one more than last fall
    - We welcomed 21 new full-time international students for the fall. In increase from 14 new international students last fall.
    - ISS is hosting a downtown scavenger hunt for international students on Friday, Sept. 20.
    - International Education Week events include a student panel on Nov. 19 and cultural showcase on Nov. 20.
  - **Enrollment Management**
    - Currently working with 4,873 applicants for Fall 2019 semester. We currently have converted 37.51% of Fall Applicants to enroll which equates to 1,828 students. Efforts are currently shifting to focus on registration for 12 and 8 week course still available for Fall 2019.
    - The fall recruitment season has begun with visits targeting area high schools and attendance at regional College Fairs/Nights.
    - Campus group tour requests are up. There are currently 10 area high school groups scheduled to tour with 600+ perspective students anticipated to attend throughout September and October. More events will continue to be added as well and included multiple campuses.
    - Get It Done dates and times for Winter 2020 have been finalized:
      - TTC – Wednesday, November 20 from 4-7pm
      - AWH – Thursday, December 5 from 3-6pm
  - **Retention**
    - **Batch Cancellation:** Students dropped for non-payment during batch cancellation re-enrolled at a rate of 52.7% (526 / 999) as of 9-12-19. This displays an incremental increase of 0.6% from Fall 2018 however, has been trending upward from the Fall 2016 baseline of 39.7%.

- **Commit to Graduate:** The Fall 2019 Commit/Petition to Graduate event will take place at the Tower entrance of TTC on October 23 and at AWH in the main lobby on October 24. Both events are scheduled from 10am-2pm

— **Travel**

- Cathy Colella to attend the Mindful Leadership Summit in Washington, DC from November 14-17, 2019.
- Greg Peston to attend the Cleaning Summit Midwest in Milwaukee, WI on October 24, 2019.
- Sarah Hubbell to attend the MACRAO Annual Conference in Belaire, MI from November 20-22, 2019.
- Jauwana Pitts to attend the Conference on Recruiting, Onboarding and Retaining Underrepresented Faculty in Savannah, GA from October 21-23, 2019.
- Ben Bylsma to attend the Great Lakes Ag Tech Summit in Cleveland, OH on Sept 23, 2019
- Rachel Bair and Rosie Florian to attend the USDA Agricultural Marketing Summit/Local Food Promotion Program Grantee training and visit to McHenry County College Center for Agrarian Learning in Rosemont and Crystal Lake, IL from October 7-8, 2019
- Jessie Burnell to attend the Food Processing Suppliers Association Process Expo in Chicago, IL from October 8 or 9 or 10, 2019 (date tbd, no overnight) (research for ValleyHUB equipment needs and industry trends)
- Randall Davis and Rosie Florian to attend the Michigan Food Hub Working Group quarterly meeting in Detroit, MI on October 11, 2019.
- Ben Bylsma to attend the Windy City Harvest Aquaponics Workshop in Chicago, IL on October 12, 2019.
- Ben Bylsma and Rosie Florian to attend the National Farm Viability Conference in Red Wing, MN from October 22-24, 2019.
- Melody Woods to attend the MACET TRENDS conference in Grand Rapids, MI from October 23-25, 2019.
- Delia Baker to attend the Center for Energy Workforce Development Consortium 2019 Summit in Arlington, VA from November 12-14, 2019
- Tammy Barnes to attend the Digital Storytelling Workshop in Lansing, MI from October 23-25, 2019.
- Vic Ledbetter to attend the Training Directors Conference in Lansing, MI from October 9-10, 2019.
- Correction ... Kevin Fuchs, Tim Erskine and Melissa FRENCH not Melissa Farris to attend the MIWLA Conference in Lansing, MI on October 25, 2019.
- Bethann Talsma and Tom Schurino to attend the Trends Conference at the Amway Grand Plaza Hotel in Grand Rapids, MI October 23 – 25, 2019.
- Kevin Dockerty to attend the National Collegiate Honors Council Conference in New Orleans. LA November 6 – 10, 2019.
- Ashleigh Colpetsy, Kim Grubka and Sam Reidenbach to attend the Human Trafficking Seminar at the Fetzer Center in Kalamazoo MI on October 12, 2019.
- Ezra Bell, Trice Batson, Levi Funk and Jason Adams to attend the 2019 Student Summit on Diversity and Inclusion at LCC in Lansing, MI on September 20, 2019. Students vetted and approved to attend the 2019 Student Summit on Diversity and Inclusion follow: Jcashion Gilland, Khalil Masi, Marcus Wright, Kentin Browen, Maliek

Hargrave, Rahmad Moore, Benaiah Nyanjui, Clayton Prude, Cedric Allen, Briana Howell, Yetunde Giwa, Elizabeth Odeyemi, Erica Mayville and Hang Dao.

- Verne Mills, Cynthia Schauer, Gordon Bielby, Taylor Birkholz to attend the Michigan Community College Biologists Fall Conference at LCC in Lansing, MI on October 5, 2019.
- Paige Eagan, Lisa Winch, Nicole McClure, Mike Roty, Tim Kane, Nancy Vendeville, Sheila Eisenhauer, Kelly Digby, Dan Stevens, Chris Cockerel, JP Talwar, and Mark Sigfrid to attend the 45<sup>th</sup> AMATYC Annual Conference in Milwaukee, WI November 13 – 16, 2019.

## — **Personnel Updates**

### Hires

- Angela Lathan, Pathway Advisor, effective 9-3-19
- Casey Martin, Pathway Advisor, effective 9-3-19
- Kiera McCullough, Office Specialist ParaPro, effective 9-9-19
- Brendon Lovely, PT Groundskeeper, effective 9-16-19
- Derik Redding, Assistant Director of Financial Aid, effective 10-1-19
- Nathan Michanowicz, Database Analyst, effective 10-1-19

### Transfers/Appointments

- Erin Macioce from Assistant Director of Financial Aid to Associate Director of Financial Aid, effective 8-16-19.

### Resignations

- Shane Martin, Custodian, effective 8-20-19
- Jessica Taylor, Custodian, effective 9-10-19

### Approved Position Justification Forms

- Cabinet approved the Database Analyst Position Justification Form.
- Cabinet approved the Director of Enrollment Management Position Justification Form.
- Cabinet approved the Dean of Instruction – Business, Professional/Industrial Trades & Public Service Position Justification Form.

## — **Announcements and Updates**

- KVCC automatic degree awarding has issued 146 degrees earned by our students.

**Next Cabinet Meeting: October 1, 2019 at 8:00 am.**