

**To:** Cabinet, Archives  
**From:** Sherry Weber  
**Subject:** Minutes of October 1, 2019

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

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1. Web Focus Enrollment Report presented by Dan Mondoux and Michael Hall
2. Strategic Plan Focus Areas and Initiatives Updates – Craig Jbara, Bill McElhone, Rachel Bair, Lizzie Luchsinger, and Kate Miller
  - A. Expanding Community Outreach
  - B. Leveraging Bronson Healthy Living Campus
  - C. Workforce Development
3. The minutes of September 17, 2019 were approved as presented.
4. Standing Items

**International**

- Darren Chase will replace Chris Voss on the upcoming recruitment tour in Kazakhstan, Oct. 17-28.
- International Student Services is moving to room 4261 beginning Friday, Sept. 27. Working with marketing on posters/flyers to announce the move.
- There are 31 total applications in progress for winter, 13 are complete with immigration documents sent. One visa has been approved.
- Seven of the applications are from the TOEFL name purchase/campaign. One application each from the ELS contract and Study in the USA listing subscription.
- 17 KVCC students attended the downtown scavenger hunt with 15 students from Jackson College. The event was very successful.

**Enrollment**

- Preparation for multiple upcoming events are underway. Our primary focus is on the Skilled Trades Expo, College Night and the STEMQuest events at TTC in October and November.
- Daily high school visits are ongoing along with involvement at MACARO sanctioned College Nights throughout southwest Michigan.
- The Enrollment Management department have moved into their new location in TTC 6044 (still in the Student Commons).
- The Internal Student Service department have move into their new location in TTC 4261 (Student Commons).
- 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

**Recruitment**

- **SVAC:** 39 students were selected to serve as part of KVCC's Student Voices Advisory Council. In addition, 12 returning SVAC students will join the group in a different capacity. One group will meet at the Texas Township Campus and another at various downtown campus locations. The first meetings scheduled are 9/25 and 9/26.

- **Commit to Graduate Event:** The Fall 2019 Commit to Graduate events will take place at TTC on October 23 and AWH on October 24. Both events are scheduled from 10am to 2pm. This event is a collaboration between Phi Theta Kappa, KVCC's Admissions/Records/Registration department, KVCC Advising and Counseling and retention. The purpose of the event is to encourage students to "commit" to completing a credential by signing their name to our Commit to Graduate Banners, consult with an advisor or counselor and/or petition to graduate if eligible.

— Travel

- Darren Chase will replace Chris Voss on the upcoming recruitment tour in Kazakhstan, Oct. 17-28, 2019
- Kathy Johnson to attend the 2019 EDUCAUSE Annual Conference in Chicago, IL from Oct. 13-16, 2019.
- Cole McDaniel and Erin Macioce to attend the MSFAA Inclusive Office Leadership Symposium in Lansing, MI on October 27-28, 2019.
- Alisha Cederberg to attend the Federal Student Aid Training Conference in Reno, NV from December 2-6, 2019.
- Regina Gorham and Brittany Williams to attend the Mid-Michigan Digital Practitioners meeting in Lansing, MI on November 1, 2019.
- Dan Benard to attend the MI EMS Program Directors Meeting at North Central Michigan College in Petoskey, MI October 3-4, 2019.
- Chris Cockereel, Mark Sigfrids, Lisa Winch, JP Talwar, Andy Young and Amy Longcore to attend the MichMATYC 2019 Conference at the Henry Ford College in Dearborn, MI October 11-12, 2019.
- Julie Stotz-Ghosh to attend the 2020 AWP Conference in San Antonio, Texas March 4-7, 2020.
- Cheryl Almeda, Micealaya (Mickey) Moses, and Billy Reynolds to attend the MCTE Conference in Lansing, MI on October 18, 2019.
- Paige Eagan to attend Aspire Ad Astra's User Conference in Kansas City, MO October 13 – 15, 2019.
- Paige Eagan to attend SSCN Guided Pathways Coaching National Training in Chicago, IL October 16 – 17, 2019.
- Paige Eagan to attend NACADA Annual Conference and EAA Kick-off in Atlanta, GA October 20 – 23, 2019.
- Brian Graening, Jarod Kauffman to attend the Tel-Tech 2019 AV Technology Showcase in Ann Arbor, Michigan on October 1, 2019.
- Tony Parcher, Tom Sutton and Josh O'Keefe to attend the ENSA ProDev Required CE in Mukwanago, WI from 11/10-11/14, 2019.

— Grants

- \$53,000 proposal to Kalamazoo Valley Community College Foundation for Zoo Arts Festival, Billy Reynolds, Project Director
- \$30,000 proposal to MDARD (MI Dept. of Agriculture and Rural Development) for FIC food safety protocol training tools pilot, Rachel Bair Project Director
- \$7500 proposal to KVCC Foundation (three \$2,500 scholarships) for Center for New Media KIA 2020 High School Art Show - Tom Hamann Project Director

— Personnel Updates

Hires

- Mary Larsen, PT Student Success Center Assistant, effective 9-23-19

Transfers/Appointments

- Megan Pauken, from Assistant Director of Enrollment Management to Director of Enrollment Management, effective 10-1-19
- Charlie Fuller, from Automotive Lab Manager to Fleet Maintenance Specialist, effective 10-1-19

Resignations

- Michael Arnett, PT Security Officer, effective 9-15-19

Retirements

- Curtis Townsell, Printer, effective 9-15-19

Posted Positions

- Network Analyst
- Utility Maintenance Specialist
- Custodian 2<sup>nd</sup> Shift

Approved Position Justification Forms

- Cabinet approved the Career Advisor Position Justification Form.

— Announcements and Updates

- Through Michael Morehouse, the Veterans Administration will be meeting regional manufacturing businesses to explore training and job opportunities for its constituents.
- KVCC was selected to develop the national ANSI standards for AWEA (wind industry).
- Kalamazoo County Corrections gave a presentation on the Momentum program at its national conference.
- Wind Academy Open House on October 22, 2019 with a ribbon cutting for nacelle donations with NextEra and an opportunity for industry and community to see a day of training.
- October 3<sup>rd</sup> Skilled Trades Expo Event from 4-7pm
- Ellucian consultant on site October 1<sup>st</sup> & 2<sup>nd</sup> reviewing our HR and Payroll processes.

**Next Cabinet Meeting: October 15, 2019 at 8:00 am.**