

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of November 19, 2019

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

1. The minutes of November 5, 2019 were approved as presented.
2. 2020 and 2021 College Observed Holiday Schedule was discussed
3. Procedures Team Recommendations were discussed
4. Strategic Plan Focus Areas and Initiatives
 - A. Developmental Education
 - B. Guided Pathways
 - C. KVAAP

Standing Items:

— **International Admissions**

- International Education Week events:
- International Student Panel Nov. 19, TTC 4240 11am- 1pm
- Cultural Showcase Nov.20 TTC Student Commons, 11am - 1pm
- International Student Thanksgiving on Thursday, Nov. 21 in room 4370 from 4-6.
- FLAG Int'l visited for a campus tour on 10/28, 11 guests.
- 23 full admissions (including immigration documents) have been issued for winter as of 11/13.
- The first application from the Kazakhstan recruitment trip was submitted on 11/13.

— **Enrollment Management**

- On November 5, 6 & 7 the Enrollment team as well as Kim Grubka, Tom Hamann, Cory Barrett, Bill Kring & Patrick Joswick participated in the Careerline Tech College Days in Holland, MI and had information sessions with over 300 program specific junior and seniors.
- The Enrollment department represented the institution as a vendor at the Michigan School Counselors Association Conference in Lansing from November 10-11 and meet with over 400 Michigan high schools counselors. Recruitment materials, scholarship information and tour request information was shared with these individuals in an effort to expand our presence into new emerging markets.
- Enrollment is continuing to partner with Marketing to aid in email, calling and other outreach campaigns to promote enrollment for Winter 2020

— **Retention**

- **Commit to Graduate:** Event held October 23 (TTC) and 24 (AWH). Collected well over 100 signatures and 20 petitions during the event.
- **ReUp:** On site for our second partnership review in December. Will share out findings to the entire group after the presentation.
- **Student Voices:** October meeting focused on LMS utilization and integration. A subgroup of the student voices council met with Ellucian on October 29 to share experience with Degree Works, Banner self-service, registration system, etc. November topics will be program of study maps

(feedback and workshopping) and student engagement with a focus on space utilization and building community at KVCC.

- **Intake Survey Winter 2020:** Close to 4,000 responses collected to date. The Winter 2020 survey includes in-depth questions regarding scheduling needs for students. Questions are as follows:
 - When are you available to take classes?
 - Where do you prefer to take classes?
 - How likely is it that you are able to register for classes that are scheduled on the days and times you prefer or that meet your scheduling needs?
 - If you have ever enrolled in an evening course (start time of 5:00pm or later), please indicate the main reason you registered for that particular section.
 - What method of instruction do you prefer above all others (select one)?
 - Rate your interest in registering for an accelerated course (ex. 8-week course that meets 2 times per week for 3 hours instead of 2 times per week for 1.5 hours).
 - Please indicate all of the following that are of interest to you: (Accelerated programs, Accelerated weekend programs, Hybrid programs, Online programs)
 - If an in-person course is not offered during a time you are available but a WEB/online section is available, how likely would you be to enroll in the web class instead?
- **Completion Calculator:** Using Salesforce/FormAssembly, a calculator that allows students to estimate time to completion based on the number of courses they pursue each semester has been developed. Discussion regarding how this tool can be marketed and used as well as where it can be displayed is ongoing.

— Travel

1. Gail Fredericks and David Kobb, Educational Technology Organization of Michigan (ETOM) Fall Conference, GVSU in Allendale, MI, November 8, 2019.
2. Nate Nielsen and Sue Visser OR Stephanie Moats, MASFSA Conference, Manistee, MI, May 17-20, 2020. (Second attendee will depend on content when agenda is released.).
3. Jauwanna Pitts, Trice Batson, Renae Skutnik, Aaron Hilliard, KHRMA Meeting in Kalamazoo, MI, September 12, 2019.
4. Patti Henning and Paige Eagan to attend the MLAD/MODAC meetings at Lansing Community College December 5 and 6, 2019.
5. Kim Grubka to attend the CDCA (Commission on Dental Competency Assessment) Educators Conference at the Gaylord Opryland Resort and Convention Center in Nashville, TN January 10 – 11, 2020.
6. Lizzie Luchsinger to attend the Global Plant Forward Culinary Summit in Napa Valley, CA from April 29 to May 1 2020.
7. Lizzie Luchsinger to present at the Lifestyle Medicine: Tools for Promoting Healthy Change conference in Boston, MA from June 10 to June 13 2020.

— Grants

- The College was awarded a grant of \$30,000 from the Marvin and Rosalie Okun Foundation in support of food costs for the Food Share program.

— Personnel Updates

Transfers

- Jermaine Clark, Custodian, from TTC to ACC, effective 11-25-19.
- Kathryn Mitchell, from Office Specialist-ARR to Human Resources Specialist, effective 11-5-19.

Resignations

- Daniel Lauer, PT Academic Counselor, effective 11-4-19

Approved Position Justification Forms

- Office Specialist ParaPro, Prior Learning/Apprenticeship

- FT Office Specialist, ARR
- FT Camp Assistant, Early Middle College
- FT Accounting Support Specialist, Financial Services

Posted Positions

- Office Specialist, ARR

— **Announcements and Updates**

- Universal Design meeting was held last week. They meet 4 times per year. Working on implementing across the college to reach all of our students.
- Admin Plus continues to review the Strategic Plan, reviewing one focus area at a time.
- Get it Done event to be held on 11/20/19 at TTC and on 12/5 at AWH

Next Cabinet Meeting: December 3, 2019 at 8:00 am.