

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

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

1. Diversity and Bias in the Search Committee Process Training was presented by Trice Batson and Renae Skutnik
2. The minutes of December 3, 2019 were approved as presented.
3. The 2020-2021 College Observed Holiday Schedule was approved by Cabinet.
4. New CMOP for Catalog Term Limits was approved by Cabinet
5. Strategic Plan Focus Areas and Initiatives Update will be ready to present at next Cabinet meeting
 - A. Enrollment Management
 - B. Retention and Completion
 - C. University Center

— International Admissions

- International Orientation on Dec. 18
- Completed annual PDSO/DSO verification in SEVIS.
- Completed SEVIS: Beyond the Basics training with SEVP field representative on Dec. 5.
- International Holiday Party at AWH on Dec. 19. 4-6 pm.
- Expecting 7 new full-time enrollments for winter.

— Retention

- **ReUp Partnership Review** ReUp will be on site for our second partnership review on 12/12. We will be reviewing progress to date, enrollment, persistence and other engagement metrics.
- **Student Voices Council** Meetings are ongoing and continue to be fruitful. November discussions centered around program map development, layout and feedback as well as perspective on student registration patterns (i.e. Why do you think students register so late in the semester?). December meeting (downtown and TTC groups together) will take place on 12/16.
- **Target X** Ongoing data integration is underway. Currently working through the development of files to populate fields within Target X prior to retention implementation. Expecting to "go live" with Target X Retention Winter 2020. Additionally, KVCC is beta testing the new retention student success management system, which has some very promising features.
- **Registration "Time is Running Out" events:** Three separate events held during peak daytime hours were held over the course of December 3 (TTC), 4 (TTC), and 9 (AWH). These events were designed to assist current students with registration, advising and counseling, complete pending financial aid requirements, get assistance from Admissions/Records/Registration and/or Kalamazoo Promise Services. Students received a complementary lunch if they came to the event and registered or completed steps toward registration for Winter 2020 or if they signed in and their Winter 2020 registration was verified. Outcomes were as follows:

| | |
|---|-----|
| TOTAL - ALL WINTER 2020 REGISTRATION EVENTS | |
| Unique Students in Attendance | 276 |
| Students indicating "Not Yet Registered for Winter" | 105 |
| Of those, # registered by conclusion of event | 61 |
| Of those, total billing hours registered | 169 |

— **Enrollment Management**

- The Winter 2020 Get It Done events were hosting at both TTC and AWH. The TTC event experienced technical issues, but the second event was very smooth. We served 35 students at TTC on 11/20 and 88 student at AWH on 12/5, totaling 123 students served at these events.
- The Enrollment team will take part in a departmental TargetX training on 12/17 at TTC.
- We concluded a November calling campaign to target returning students. The Enrollment team contacted over 1,200 students to encourage them to register for Winter 2020.
- The December calling campaign targeting new prospective students has begun and will include over 800 contacts.
- Enrollment is continuing to partner with Marketing to aid in email, calling and other outreach campaigns to promote enrollment for Winter 2020.

Standing Items

— Travel

1. Tammy Barnes and Tom Howes to visit the Historical Museum and Beth Bradfish's sound studio to explore potential KVM interest in an exhibit, in Chicago on 12/13/19
2. Melody Woods to attend the American Camp Association conference (with Deb Coates) in San Diego, CA from February 11-14, 2020.
3. Tom Sutton to attend the Center for Renewable Energy SCADA Professional Development Workshop in Jupiter, FL from January 8-10, 2020.
4. Nicole Reed to attend the NASPA Annual Conference at the Austin Convention Center in Austin, TX from March 28 – April 1, 2020.
5. Ashleigh Colpetsy, and Samantha Reidenbach to attend the Dental Hygiene Seminars in Chicago, IL from January 17 – 19, 2020.
6. Renae Skutnik to attend People Admin Conference in Orlando, FL from April 1-3, 2020.

— Personnel Updates

Hires

- Joseph Prahlow, PT Security Officer, effective 11-24-19
- Monica Herrick, PT Security Officer, effective 12-3-19
- Eric Carlstrom, PT ELT Lab Assistant, effective 12-4-19
- Tracy Labadie, Dean of Instruction-Business, Professional/Industrial Trades and Public Service, effective 1-20-20

Transfers/Appointments

- Stephanie Hughes & Cory Barrett Co-Program Directors for Culinary Education, effective 1-6-20

Resignations

- Eric Zapata, FT Security Officer, effective 12-26-19

Retirements

- Stephen Doherty, Director of Development, effective 12-31-19

Approved Position Justification Forms

- Veteran Services Coordinator/Public Service Advisor

Posted Positions

- Automotive Technology Operations Manager
- Executive Director of the KVCC Foundation and Director of Development for KVCC (internal only)
- FT Security Officer (internal only)

— Announcements and Updates

- IT is completing a review of our network and evaluation, getting ready for next semester.

Next Cabinet Meeting: January 7, 2019 at 8:00 am.