

**To:** Cabinet, Archives  
**From:** Sherry Weber  
**Subject:** Minutes of January 21, 2020

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

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1. Strategic Plan Focus Areas and Initiatives Update will be ready to present at next Cabinet meeting
  - A. Analytics and Information Technology
  - B. Budget Sustainability and Financial Forecasting
  - C. Energy and Sustainability
2. The minutes of January 7, 2020 were approved as presented.
3. Ellucian Strategic Alignment Plan was discussed amongst Cabinet.

4. **Standing Items**

— **Travel Authorizations**

1. Megan Pauken and Lynne Grammel to attend the Ciswa (Collegiate Information and Visitor Services Associate) Conference in Orlando, FL from June 2-6, 2020.
2. Alisha Cederberg will attend NASFAA Leadership & Legislative Conference in Washington D.C. from February 3-5, 2020.
3. Alisha Cederberg will attend the MASFAA Board Meeting in Dearborn, MI from February 11-14, 2020 (Erin Macione will attend February 13-14, 2020).
4. Alisha Cederberg will attend WASFAA Spring Conference (part of the MSFAA leadership exchange program) in Madison Wisconsin from March 4-6, 2020.
5. Alisha Cederberg and Erin Macione will attend the MSFAA Annual Conference in Dearborn, MI from March 15-18, 2020.
6. Larry Sandt, Wade Doty, Jesse Belinski to attend a demo for using JAMF software for Apple device imaging at Michigan State University East Lansing, MI on 1/21/20.
7. Amy Schmidt to attend the Association for Talent Development Conference in Denver, CO from May 16-20, 2020.
8. Gloria Larriue to attend the 72<sup>nd</sup> Conference on World Affairs at the University of Colorado at Boulder, Boulder, CO from April 6-10, 2020.

— **Personnel Updates** (position justification forms, hires, retirements, resignations, updates)

**Hires**

- Sarah Cyr, Office Specialist-ARR, effective 1-6-20
- Carol Shinnars, Accounting Support Specialist, effective 1-21-20

**Transfers**

- Linda Depta, from Director of Marketing to Executive Director of KVCC Foundation and Director of KVCC Development, effective 1-6-20.

- Sabrina Kooy, from Student Strengths Ambassador to Student Strengths Development Program Manager, effective 1-13-20.

#### **Resignation**

- Lindsey Dailey, PT Student Services Assistant, effective 1-3-20
- Shari Watkin, Athletic Department Secretary, effective 1-17-20

#### **Retirement**

- Mel VanAntwerp, Research Assistant, effective 2-29-20

#### **Approved Position Justification Forms**

- Athletic Department Secretary

#### **Posted Positions**

- Enrollment Coordinator
- Research Assistant, IRR
- Veteran Services Coordinator/Public Service Advisor
- Custodian – BHLC

### — **Announcements and Updates**

- Day of Giving will be held April 16, 2020.
- Opportunities for Education (OFE) Dinner will be on May 13, 2020.
- A new Community and Continuing Education book will soon be available.
- Welcome to Tracy Labadie, our new Dean of Instruction-Business, Professional/Industrial Trades and Public Service.

#### ❖ **International Admissions**

- The July Wind Turbine Technician Academy will be the initial session that international students will be eligible for due to the recent approval to issue M visas.
- Meeting with WMU to plan collaborative recruitment trip to Colombia, likely in April.
- Eight new full-time international students for winter as of 1/15/20

#### ❖ **Enrollment Management**

- Begin working on collaborations with multiple departments and academic programs to put a plan in place for specific area recruitment strategies.
- Partner with marketing to focus on enrolling new students in 12 and second 8 week classes.
- Enrollment is continuing to partner with Marketing to aid in email, calling and other outreach campaigns to promote enrollment for Winter 2020.
- Scheduling many upcoming group tours targeted toward area middle schoolers and specific high school programs within Allegan, Van Buren and Kalamazoo counties.

#### ❖ **Retention**

- **ReUp Partnership Review:** Held in December. ReUp reporting 609 unique enrolled students to date since beginning of our partnership. This equates to a 4.6% yield to date (14,000+ students have been provided to ReUp) which is slightly higher than the return rate experienced by their other partners.

- **Academic Probation:** Outcomes after Fall 2019 grade roll are as follows:

Distinct Count	Academic Standing Code	Academic Standing Description
11	DX	Academic Dismissal
18	WP	Warning, Complete Plan
42	PX	Probation, Action Required
93	00	Good Standing
194	WX	Warning, Action Required
1907	GO	Good Standing
1956	IO	New student under 12 cr hours
3669	ZZ	Standing, Prior to Policy

- **Intake Survey:** To better understand the reason(s) students register so close to the start of the semester, the intake survey questions have been altered for the remainder of the Winter 2020 semester. Late registrants are being asked the following questions. Results will be analyzed to inform future practices and strategies in our attempt to encourage early registration for all students.
  - Please indicate any of the following reasons you are registering so close to the start of the Winter 2020 semester (select all that apply).
  - KVCC has several courses that begin during the 4th and 8th week of the semester. How likely would you be to pursue this option if the courses you needed were available?
  - Which of the following best describes your experience with registration at Kalamazoo Valley:

What can Kalamazoo Valley do to make the registration process easier that may encourage earlier registration for students?

**Next Cabinet Meeting: February 4, 2020 at 8:00 am.**