

Instructional, Student Success and Enrollment Services
Meeting Minutes
June 14, 2017

Present: E.J. Bast, B. Bates, D. Bertch, T. Buszek, D. Coates, C. Colella, M. Collins, L. Cosby, L. Depta, P. Eagan, D. Finch, G. Fredericks, C. Gibson, T. Hamann, S. Hubbell, C. Jbara, D. Lindsley, D. McCurdy, D. Miller, B. Reynolds, B. Taraskiewicz, T. Welsh

Absent: A. Cederberg

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of May, 31, 2017 were approved as amended.
3. Business
 - 3.1 CRM Update
 - M. Thompson, J. Montgomery, E.J. Bast, L. Evans, L. Depta, A. Cederberg, L. Cosby, P. Eagan and T. Welsh will attend the TargetX Conference June 25 – 27, 2017 in Chicago IL. All will meet next Monday to decide which sessions to attend.
 - Working on final pricing, the award bid and installation timeline.
 - TargetX is web based hosted by SalesForce. Upgrades are offered 3 times per year.
 - 3.2 HLC Interim Monitoring Report
 - HLC Interim Monitoring Report updates were provided at the June 12, 2017 Administrator Plus meeting.
 - HLC visit to BHLC August 14, 2017.
 - HLC submission for the Dietary Manager COA underway.
 - 3.3 Issues
 - C. Jbara reported on discussions with Michigan Works regarding apprenticeships for Medical Assistants.
 - S. Hubbell reported on a Degree Works upgrade noting the production environment will be unavailable the end of June through the first of July. A college-wide email will go out.
4. Department Updates
 - C. Colella and S. Hubbell reported on SAT test score problems noting discussions with the SAT representative have taken place. Moving forward reporting choices for students will be more apparent. Thanks to E.J. Bast and his team and D. Coates for their help getting correct SAT scores.
 - G. Fredericks reported on the Faculty Orientation scheduled for August 15, 2017.
 - D. McCurdy provided the group with a personnel update, and reported on orientations sessions and recruitment events.
5. Other
 - 5.1 B. Taraskiewicz requested and received information regarding food service accommodations downtown.
 - 5.2 L. Depta reported on the status of updating the Programs of Study Guide and the college-wide website redesign.

- 5.3 M. Collins reported on the Director of Retention and Completion position noting the interview team meets today. Thanks to D. McCurdy, L. Cosby, K. Digby and J. Abbott for joining the committee.
- 5.4 D. Lindsley reported the Director of Libraries interview process is underway.
- 5.5 G. Fredericks reported Marylan Hightree is retiring effective June 30, 2017. A potluck is scheduled for June 29th from 11:00 – 1:00 in the Faculty Reception area. Bring a dish to pass and join the celebration.
6. Reality Check – None presented.
7. Kudos!
 - 7.1 To Kelcee McKeller, Mary Morehouse and her team for all their help with Summer Camps.
 - 7.2 To Zanita Hobdy, Lori Dykstra, and Kim Hawkey for their help with the SAT score problem.
8. Next Meeting and Agenda Items
 - 8.1 Gainful Employment Requirements (7/12/17) - Cederberg
 - 8.2 Next Generation Accuplacer (7/12/2017) - Lindsley
9. Adjourn: The meeting adjourned at 8:28 a.m.
10. Next Meeting: July 12, 2017 at 8:00 a.m. in room 4380.