

Instructional, Student Success and Enrollment Services
Meeting Minutes
August 9, 2017

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

Absent: D. Coates, G. Fredericks

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of July 12, 2017 were approved as presented.
3. Business
 - 3.1 Super Tuesday Feedback – A. Cederberg provided the group with a general overview of the Super Tuesday Event that took place on Tuesday, July 25, 2017. A. Cederberg also reported on a follow-up meeting to discuss suggestions on improvement and next steps.
 - 3.2 Program of Study Booklet – S. Hubbell reported the printing of the Program of Study booklet was delayed two to three weeks due to revisions to its layout. The goal is to have the updated Program of Study booklet on campus by September 15, 2017.
 - 3.3 CRM Update – T. Welsh provided a CRM update noting a phased implementation date of late fall or early January 2018.
 - 3.4 Staff Retention/Compensation Study – D. Bertch reported staff retention and engagement were topics brought up at the Administrators Plus meeting. He recommended that these two items be postponed in light of their potential discussion at the Administrator Plus meeting.
 - 3.5 Issues – None presented.
4. Department Updates
 - D. Lindsley reported on a research study for Accuplacer placement testing that starts next week.
 - D. Bertch and D. Lindsley updated the group on the high school GPA study.
 - D. Finch reported on international student enrollment, a new international video, and the recently attended EducationUSA Forum. D. Finch brought forward a request to include in international student packets a letter regarding KVCC accreditation.
 - S. Hubbell provided a personnel update and reported on the vetting/testing of the KVCC custom application noting a go live date is 2 to 5 weeks out.
 - T. Welsh reported the Degree Works upgrade is moving forward and should be complete by this Friday, August 11, 2017.
 - L. Cosby provided the group with a personnel update.
 - L. Cosby reported the SSC will have evening hours Tuesday, August 29 and Wednesday, August 30, 2017.
 - B. Bates reported on the Cougar Kick-off noting all campuses will be represented.
5. Other
 - 5.1 P. Eagan reported on the new faculty orientation scheduled for Tuesday, August 15, 2017.
 - 5.2 M. Collins shared the following reminder...The Director of Retention and Completion presentations take place today at 10:00 and 2:00. All are encouraged to attend.

- 5.3 M. Collins updated the group on the status of the Director of Facility and Construction Management Services position.
 - 5.4 D. McCurdy reported on the HLC visit to the BHLC scheduled for Monday, August 14, 2017.
 - 5.5 M. Collins and D. Lindsley reported on AWH Testing Center renovations.
 - 5.6 B. Taraskiewicz reported on downtown construction impacting the sidewalk behind AWH.
6. Reality Check – None presented.
7. Kudos!
- 7.1 To Alicia Cederberg for organizing the Super Tuesday event.
 - 7.2 To Rachel Bair, Cory Barrett, Joel Boone, Stephanie Hughes, Lizzie Luchsinger, Vivien McCurdy, Lucas McFarland, Kyle Mitchell and many other faculty and staff across KVCC campuses for leadership with culinary demonstrations run over the summer for KVCC prospects and high school culinary instructors.
 - 7.3 To Monica Koning for her work on Culinary and Brewing internships and for her time on the BHLC.
 - 7.4 To Joseph Billian for the HS GPA study.
 - 7.5 To Robin Schieber for the fantastic job she did in updating SSC procedure manuals.
 - 7.6 To Alisha Cederberg and Sue Newington for their assistance with the awarding of the KVCC Merit Scholarships to 50 new students along with awarding a \$1000 scholarship to each of the students who are on the waiting list.
 - 7.7 To Sarah Hubbell and Lori Evans for their work on the new admissions application which will help bridge the gap until the new CRM (Target X) is ready to go.
 - 7.8 To Marketing and Thomas Wrench for their work on international materials and video.
 - 7.9 To Tim Welsh and IT for their help with online materials and technical support.
 - 7.10 From Laura Cosby to Tim Welsh and Mike Thompson for negotiating a more timely service to help with the Degree Works upgrade.
 - 7.11 L. Depta brought forward a request for enrollment and completion numbers.
8. Next Meeting and Agenda Items
- 8.1 Next Meeting – September 20, 2017**
 - 8.2 Agenda Items - Enrollment and Completions Numbers (9/20/2017)
9. Adjourn: The meeting adjourned at 8:55 a.m.
10. Upcoming Meeting Dates:
- October 4, 2017
 - November 1, 2017
 - December 13, 2017