

**Instructional, Student Success, and Enrollment Services  
Meeting Minutes  
November 14, 2018**

Present: B. Bates, EJ Bast, D. Bertch, D. Coates, C. Colella, M. Collins, L. Cosby, P. Eagan, S. Gardner, C. Gibson, T. Hamann, P. Henning, C. Jbara, K. Johnson, D. Lindsley, B. Lueth, A. Marsh-Peek, D. Miller, K. Miller, D. Mondoux, E. Pauken, B. Reynolds, B. Taraskiewicz, L. Thomas, M. Walters  
Absent: A. Cederberg, L. Depta, G. Fredericks, B. Hay, S. Hubbell, T. Welsh  
Guests: M. Cartwright, J. Otten, R. Skutnik

1. Call to Order: The meeting was called to order by D. Bertch at 8:00 a.m.
2. Meeting Minutes of October 17, 2018: The meeting minutes of October 17, 2018 were approved as distributed.
3. Business
  - 3.1 Marshall Plan for Talent – D. Miller updated the group on the status of the Marshall Plan for Talent and application phase reporting the funding requested by this region was not approved to move forward to the grant writing stage. The group discussed the Marshall Plan for Talent, In-Demand Certificate/Degree Scholarship/Stipend Program. Opportunities abound. D. Bertch agreed to share the Talent for Tomorrow Grant Qualification Guidelines and create a sample Program Qualification Request. More to come.
  - 3.2 Engagement & Retention Committee Update/Recommendations – C. Colella distributed for review and discussion the documents *Employee Retention/Engagement Committee Recommendations* and *Employee Engagement Survey (DRAFT)*. Engagement & Retention Committee members present provided an overview of guiding committee principles and practices, proposed initiatives and improvements. The group discussed at length the recommendations and next steps. Send additional feedback regarding the survey to C. Colella or M. Walters by November 30, 2018.
  - 3.3 Faculty Access to Degree Works – Postponed to December 12, 2018.
  - 3.4 Guided Pathways Work Hubs – Postponed to December 12, 2018. Please come prepared for discussions on condensing committees that relate to the ideal student experience.
4. Issues and Concerns – None presented.
5. Departmental Updates – B. Bates, A. Marsh-Peek, and L. Cosby provided personnel updates.
6. Other
  - 6.1 EJ Bast reported on the calling campaign for students dropped for nonpayment.
  - 6.2 A. Marsh-Peek reported drop-in hours will be extended the weeks of December 10 and 17, 2018.
  - 6.3 D. Lindsley requested and received information on changes to the January 4, 2019 Seminar Days schedule.
  - 6.4 C. Colella and E. Pauken reported on a three day registration event planned for January 2019.
  - 6.5 D. Lindsley reported on Exam Slam scheduled for December 11 and 12, 2018.
  - 6.6 L. Thomas reported KVAAP Connect takes place this Friday, November 16, 2018.
  - 6.7 T. Hamann reminded all of the Art Hop scheduled for December 7, 2018.
  - 6.8 D. Coates reported on Early College Fun Night scheduled for Friday, December 7, 2018 from 6-9 p.m.
7. Reality Check – Title IX Training – Student Complaint Component
8. Kudos!
  - To Bob Bechtel for creating the “snapshot” view in web focus for the front line staff to guide students to appropriate services.
  - To Evan Pauken for facilitating changes regarding balance due communications and notifications to students.
  - D. Coates recognized Deb Miller and the K/RESA group, Erick Martin, Kim Grubka, Al Moss and students for MiCareerQuest.

- To Cathy Colella and the Engagement and Retention Committee for their work on employee retention.
- D. Bertch recognized Evan Pauken for his work on the winter intake survey.

9. Meeting Feedback

9.1 Agenda Items

- 9.1.1 Web Page Update – T. Welsh, M. Thompson, & L. Depta
- 9.1.2 Engagement & Retention Discussion & Group Exercise - “Cultivating Trust” (45 minutes)
- 9.1.3 Faculty Access to Degree Works– S. Hubbell
- 9.1.4 Guided Pathways Work Hubs – L. Cosby & P. Eagan

10. Adjourn: The meeting adjourned at 9:40 a.m.

***Next Meeting: December 12, 2018 at 8:00 a.m. in Room 4380 – Please plan for a 2 hour meeting.***

Future Agenda Items:

- Noel-Levitz Programs of Study and Next Steps – Bertch/Cosby
- Transfer Credit Update – Bertch
- Roster Verification and ECARS – Eagan