

**Instructional Services and Student Success Services and Enrollment Services**  
**Meeting Minutes**  
**August 24, 2016**

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

**Absent:** F. Brooks, T. Hamann, J. Taylor

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of July 27, 2016 were approved as amended.
3. Business
  - 3.1 Enrollment Task Force Update – M. Collins update the group on fall (post batch cancellation) enrollment numbers and the recapture campaign.
  - 3.2 Calling Campaign Update – D. Vandenberg reported on the fall calling campaign currently underway noting 2092 students will be contacted. D. Vandenberg noted 29 volunteers have signed up to date.
  - 3.3 Retention Committee – L. Cosby reported the Retention Committee meets Thursday, August 25, 2016.
  - 3.4 Early College – D. Coates reported on fall enrollment and the new International and Early College mentoring pilot to begin fall 2017. Contact D. Coates with interest in helping with the pilot.
  - 3.5 University Center Update – C. Jbara provided a brief update reporting on the status of discussions with Davenport, Siena Heights and Ferris State Universities.

D. Bertch noted Davenport University is adding a Bachelor's Degree in Human Resource Management to their degree offerings as part of the University Center at KVCC.

The group briefly discussed the marketing of the University Center and the non-compete clause.
  - 3.6 Course Placement Opportunities – D. Lindsley reported on work to enter cut scores, and to operationalize testing.
  - 3.7 Guided Pathways – D. McCurdy reported on the orientation session held last week, and marketing opportunities including out-of-state advertising.

The group briefly discussed temporary housing for out-of-state students and long term hotel and apartment options.
  - 3.8 International Student Recruitment – D. Bertch noted F. Brooks is hosting a Diversity workshop this morning from 8:00 – 11:00 followed by the International Orientation this afternoon from 1:00 – 4:00 p.m.
  - 3.9 Diversity and Inclusivity – Tabled
  - 3.10 Facility Master Plan, AWH Testing Center, AWH Café – M. Collins provided a brief update reporting on the reutilization of space at the TTC, the status of RFPs for the 5 year facility master plan and the status of the contract (finalizing) with Feed the World Café. M. Collins requested this item be removed from the agenda.

B. Taraskiewicz requested and received information regarding AWH coverage when M. Coulter transfers to TTC.

4. Other
  - 4.1 C. Heeter reported grades will be rolled Monday, August 29, 2016 followed by drops.
  - 4.2 S. Hubbell reported on work to customize a one page acceptance letter/enrollment checklist to be sent to students. S. Hubbell noted the streamlined enrollment checklist is printable and will be available on campus. S. Hubbell also noted the data mailer has been replaced with an official admissions envelope.
  - 4.3 L. Cosby shared, in B. Bates absence, the dates of upcoming Naturalization Ceremonies:
    - September, 16, 2016
    - September, 30, 2016
    - December 16, 2016
    - March 17, 2017
    - June 23, 2017 or June 22, 2017 if on summer hours
    - September 22, 2017

Naturalization Ceremonies will be held from 10:00 – 3:00 in the Dale B. Lake auditorium.
  - 4.4 L. Depta provided the group with an overview of current and upcoming events and marketing opportunities.
  - 4.5 C. Colella reported the service desk will be open until 7:00pm Tuesday, September 6<sup>th</sup> and Wednesday, September 7<sup>th</sup> the first week of classes. C. Colella also provided the group with a personnel update.
5. Reality Check – None presented.
6. Kudos!
  - 6.1 To Lynne Hoehle and Cathy Colella for their hard work on the automated system for online office hours.
  - 6.2 To Erin Dominianni and Natalie York for their hard work on the online orientation system.
  - 6.3 To Laurie Dykstra for covering at the Culinary and Allied Health Buildings.
  - 6.4 To Tony Ide, Ted Forrester, Tim Welsh and Public Safety for helping with the EFE move.
  - 6.5 To Tim Welsh and Carol Heeter for their help with the recapture campaign and data base work.
  - 6.6 To Mary Morehouse for her help with the calling campaign list distribution.
  - 6.7 To all volunteers for their help making calls for the recapture campaign.
  - 6.8 To Dustin Gordon for his extraordinary IT support at the BHLC.
  - 6.9 To Chris Stroven for going above and beyond with enrollment services at the BHLC.
7. Wrap-up/Next Steps/Agenda Items: As stated.
8. Adjourn: The meeting adjourned at 9:00 a.m.
9. Next Meeting: September 21, 2016 at 8:00 a.m. in room 4380.