

**Instructional, Student Success, and Enrollment Services
Meeting Minutes
October 19, 2016**

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

Absent: E.J. Bast, L. Cosby, D. Miller

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m.
2. The meeting minutes of September 21 and October 5, 2016 were approved as distributed.
3. Business
 - 3.1 Enrollment Task Force Update – M. Collins reported on KVCC College Night (900 attended), the “Get it All Done” event scheduled for Monday, December 5, 2016 and updated the group on various recruitment campaigns for the winter semester.
 - 3.2 Retention Committee – D. Bertch noted retention will be discussed at the next Administrator’s Plus meeting.
 - 3.3 Early College – D. Coates provided a brief update reporting on Early College enrollment and work to prepare for MI Career Quest to be held November 1-2, 2016.
 - 3.4 University Center Update – C. Jbara provided a brief update reporting on progress to date regarding the renovation of room 1510 for the University Center noting a tentative move in date of December 1, 2016.
 - 3.5 Course Placement Opportunities – D. Lindsley provided a brief update reporting testing of the system continues.
 - 3.6 Guided Pathways – D. McCurdy reported on registration and advising issues, articulation discussions with Allegan, and calls from WMU regarding Guided Pathways. D. McCurdy also reported Siena Heights University representatives are contacting KVCC faculty asking for a 20 to 30 minute block of time in their classes. D. McCurdy and T. Buszek will follow-up with Ashley.

T. Hamann reported on work to finalize pathways noting the advising portion is underway.
 - 3.7 International Student Recruitment – F. Brooks reported on “The Taste of the Middle East” (121 students, faculty and staff attended), workshops for Public Safety, planning for a Chicago trip November 12, 2016 and a possible influx of students from Lawrence Technological University.
 - 3.8 Diversity and Inclusivity – F. Brooks reported on workshops underway, work with Gail Fredericks on panels and workshops for faculty Seminar Days, and a Martin Luther King Day luncheon scheduled for Tuesday, January 17, 2017.
 - 3.9 ECARS Notification and Reminders – R. Miller reported the ECARS reminder is scheduled for Monday the week ECARS are due. ECARS notifications go out hard copy and email. R. Miller also reported on ECARS from the fall 2016 semester noting 29 ECARS had not been completed by the deadline. R. Miller will reach out to B. Taraskiewicz to further discuss specifics.
4. Other
 - 4.1 T. Buszek reported he will be out of the office for the month of November noting he will check email as able during his absence.
 - 4.2 D. McCurdy reported the liquor control commission conducted their final inspection noting K. Johnson is traveling to Lansing today to pick-up the liquor license. D. McCurdy also reported on tour groups, the Governor’s visit and pursuing program recognition through the Master Brewers Association of the Americas.

- 4.3 L. Depta reported the October issue of the KV Focus is available, Agio Imaging will be installing exterior window clings with the 50th Anniversary Logo and also announced the soft opening of virtual tours of buildings across all campuses. <https://www.kvcc.edu/about/virtualtour/>
- 4.4 T. Hamann reported meeting with Tricia Hennessy, Director of the Frostic School of Art, to discuss an articulation agreement in Animation and Video Graphics.
- 4.5 R. Miller reported today, Wednesday, October 19, 2016, is National Financial Aid Day.
- 4.6 P. Eagan updated the group on the progress of the KVM Science Exhibit.
- 4.7 C. Jbara updated the group on grants, tours and meetings (Wayne State University), and also reported the second Police Academy was approved.
- 4.8 D. Vandenberg reported on the first orientation (32 students attended) and the Supporting your Student presentation.
- 4.9 M. Collins reported on the timeline of the MAT lab renovation, reutilization of space (TTC), and shared with the group the Five-year facility master plan meeting schedule.
- 5. Reality Check
 - 5.1 Mentoring feedback.
- 6. Kudos!
 - 6.1 To Mary Morehouse, Megan Pauken, Mary Johnson, Jazmin Ravotas, Kara Bailey, and Krysta Mahl for all their work for College Night.
 - 6.2 To Russ Panico, Mike Collins, Tom Buszek, Terry Hutchins, Jim Taylor, Linda Depta, and Laura Cosby for volunteering for College Night.
 - 6.3 To Sarah Hubbell, Pat Pallett, Lynne Hoehle, Nicole McClure, Tim Stebbins, Roger Miller, Gena Mead, Dennis Bertch, Laura Cosby, Heidi Stevens, Becky Herington, Elliot Laforge, Elizabeth Patchak, Natalie York, Kelcee McKellar, Brian Lueth, Paige Eagan and Ciji Gamble for helping out during Cindy Wilson's extended absence.
 - 6.4 To Becky Herington, Bonnie McGee, Cathy Colella and Meredith Mancuso for office support and assistance at the Bronson Healthy Living Campus.
 - 6.5 To all who helped out with Chemistry Day at the Kalamazoo Valley Museum.
- 7. Wrap-up/Next Steps/Agenda Items: As stated.
- 8. Adjourn: The meeting adjourned at 8:37 am
- 9. Next Meeting: November 2, 2016 at 8:00 am in room 4380.