

**Instructional, Student Success, and Enrollment Services
Meeting Minutes
November 30, 2016**

Present: E.J. Bast, B. Bates, D. Bertch, F. Brooks, A. Cederberg, D. Coates, C. Colella, M. Collins, L. Cosby, 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: T. Buszek, D. Miller

1. Call to Order - The meeting was called to order by D. Bertch at 8:00 a.m. Alisha Cederberg was introduced and welcomed to the group.
2. The meeting minutes of November 16, 2016 were approved as distributed.
3. Business
 - 3.1 Enrollment Task Force Update – E. J. Bast reported on the “Get It All Done” event scheduled for Monday, December 5, 2016 (82 are registered), phone calls to new applicants (1000) underway, and the recent FASFA events held at area high schools.
 - 3.2 Retention Committee – L. Cosby reported on discussions regarding another Recapture Campaign and updated the group on the status of the Student Satisfaction Survey and the search for a CRM software vendor.

D. Vandenberg updated the group on the last Recapture Campaign and next steps. S. Hubbell brought forward a recommendation to consider personalized phone calls for the “last push.”

 - 3.2.1 SRP – D. Vandenberg updated the group on the status of the SRP (looking at ideas and strategies).
 - 3.3 Early College – D. Coates reported on upcoming events (Parents Night next week. Applications for EC go out in January) and updated the group on work in progress (planning for next year).
 - 3.4 University Center Update – C. Jbara reported funds have been allocated to outfit room 1510 noting equipment was ordered today. An occupancy date of early January 2017 has been set. C. Jbara also reported on the status of discussions with Ferris State University and next steps.
 - 3.5 Guided Pathways – D. McCurdy announced Gerri Jacobs has accepted the interim position of Guided Pathways Counselor. Gerri will be located in the faculty office area and will be on campus 15 hours per week. D. McCurdy also reported on discussions with WMU and next steps, winter program orientations planned for next week, resume workshops, and the Guided Pathways Institute – Cohort II workshop in Lansing Thursday, December 8th and Friday, December 9th.
 - 3.6 International Student Recruitment – M. Collins updated the group on international student enrollment reporting 58 students enrolled for fall and 21 prospects for the winter semester. M. Collins also reported on the joint meeting with WMU that took place yesterday, noting one of the topics discussed was housing options.
 - 3.7 Diversity and Inclusivity – F. Brooks reported on the 2016 Kalamazoo Summit on Racism noting positive feedback from the organizing group; preparations for Faculty Seminar Days; the status of the LGBT subject matter expert and upcoming LGBT sessions; and, Diversity and Inclusivity workshops.
 - 3.8 Groves, FIC, & KVM Updates – C. Jbara provided an overview of activities at the Groves, Food Innovation Center and Kalamazoo Valley Museum.
4. Other
 - 4.1 B. Bates reported on upcoming events.
 - Naturalization Ceremony - Friday, December 16, 2016.

- Immigration Rights Post- Election Discussion with Susan Reed – January 26, 2017 – Noon – 1:00 pm – Commons Theatre.
- 4.2 L Depta reminded the group of the following:
 - The retirement celebration for Carol Heeter takes place Friday, December 2, 2016 in room 4370 and 4380 from 3:00 – 5:00 pm.
 - The Foundation Annual Fund Raiser is underway.
 - 4.3 L. Depta reported the RFP for the college web site re-design will be issued in December 2016.
 - 4.4 T. Hamann reported the Art Hop, featuring digital student artwork, takes place this Friday, December 2, 2016 - 5:30 – 8:00 pm.
 - 4.5 D. Vandenberg reported on Student Study Space in all buildings. D. Vandenberg noted 4 areas have been identified in the Culinary Allied Health Building. Marketing will assist in communicating options to the students.
 - 4.6 L. Cosby updated the group on the status of Pathways Advisors.
 - 4.7 M. Collins reported on the remodeling of room 4150, the 5 year facility master plan and the status of interviews for the Director of Facility Services.
 - 4.8 D. McCurdy reported the following:
 - Havirmill Café Holiday Brunch – December 13, 2016 – 11:00 – 1:00
 - Sustainable Brewing Event – December 9, 2016 – 6:00 pm (Contact D. McCurdy with interest)
 - 4.9 C. Colella provided the group with a personnel update.
 - 4.10 P. Eagan reported the Science Olympiad Event is scheduled for Monday, March 6, 2017.
 - 4.11 D. Bertch reviewed with the group future agenda items.
5. Reality Check – None presented.
 6. Kudos!
 - 6.1 To Laura Cosby for her help with Pathways interviews.
 - 6.2 To Linda Depta for the “cool” spirit wear options.
 - 6.3 To Carol Heeter for a great career here at KVCC.
 - 6.4 To Felix Brooks and Trice Batson for the Diversity and Inclusion workshops.
 7. Wrap-up/Next Steps/Agenda Items – As stated.
 8. Adjourn: The meeting adjourned at 8:48 am.
 9. Next Meeting: December 14, 2016 at 8:00 am in room 4380.