

**Instructional, Student Success, and Enrollment Services
Meeting Minutes
December 14, 2016**

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

Absent: D. Coates, 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 November 30, 2016 were approved as distributed.
3. Business
 - 3.1 Enrollment Task Force Update – E. J. Bast reported on the “Get It All Done” event that took place Monday, December 5, 2016 (60 attended), outreach(Facebook) efforts, and calling campaigns. L. Depta provided the group with a brief overview of the Facebook campaign.
 - 3.2 Retention Committee – L. Cosby reported on the efforts of counselor’s and career counselor’s to encourage additional registration. D. Bertch sent out an email to FT and adjunct faculty encouraging them to reach out to students in their classes to register for the winter semester.
 - 3.2.1 SRP – D. Vandenberg updated the group on SRP and Recapture campaign efforts, upcoming meetings and plans for an open house. More to come.

The group briefly discussed making personal phone calls to those who attended classes fall 2016. D. Vandenberg will follow-up and report back.
 - 3.3 Early College – Per D. Bertch...Nothing new to report.
 - 3.4 University Center Update – C. Jbara reported on the process of looking at opportunities with other schools; the furniture for room 1510 (ordered and installation planned for the week of 12.18.16); and facility access notification (form developed) to inform security regarding differences in schedules of University Partners. T. Buszek updated the group on discussions with Ferris State University. C. Jbara will follow-up with Ferris State regarding the Criminal Justice program.
 - 3.5 Guided Pathways – D. McCurdy reported on pathways work with T. Buszek (AUTO/EDMT), G. Jacobs and P. Eagan (Sciences), and T. Hamann (ANM). D. McCurdy also reported Ferris State University representatives will be visiting January 20, 2017 to discuss the Hospitality Program.
 - 3.6 Diversity and Inclusivity – F. Brooks reported on the Martin Luther King event scheduled for Tuesday, January 17, 2017 from 11:00 – 1:00 noting he is working to arrange a live stream of the event; LGBT train-the-trainer tentative dates (January 27th, February 3 & 10); the status of preparations (all set) for Seminar Days and updated the group on Diversity Workshops.
 - 3.7 Count in Program – R. Miller reported on the “Count in Program” federal regulation outlining the steps to be put in place to become compliant noting only courses in a program of study qualify for Title IV eligibility. The regulation covers certificates and degrees. R. Miller noted a team has been pulled together to track and manage this regulation. D. Bertch brought forward a recommendation to have someone from the academic side on the team. D. Bertch will further discuss with the deans and report back. L. Depta offered to help develop a communication plan. M. Collins noted students, parents and the college community will be the focus of the communication.
4. Other
 - 4.1 M. Collins brought forward for consideration a recommendation to eliminate the fitness center fee for KVCC students. After brief discussion it was MOVED, SECONDED and CARRIED to endorse the recommendation.

- 4.2 C. Colella reported the winter 2017 welcome table announcement will go out soon; and a new system is in place for faculty to submit class schedules and office hours via the My Valley website. Mary Morehouse and IT are available to help assist faculty. C. Colella also provided the group with a personnel update.
- 4.3 B. Reynolds provided the group with an FYE update.
- 4.4 L. Depta reported on the KV Focus Plus publication to be published the 1st and 15th of each month and updated the group on the status of the RFP for the KVCC website.
- 4.5 T. Hamann provided the group with an Art and New Media enrollment update. Kudos to Heidi Stevens and Pat Pallet for all their hard work.
- 4.6 B. Taraskiewicz requested information on the timing of CASPER reports. B. Bates will follow-up and report back.
- 4.7 D. Vandenberg reported on stress relief programs and the number of orientations on the books for students. D. Vandenberg noted orientations will be added as needed.
- 4.8 D. Bertch reported he will reach out to Tim Welsh for an IT representative recommendation for this group.
5. Reality Check – None presented.
6. Kudos!
 - 6.1 From Tom Buszek...Kudos to my fellow Deans, Dennis Bertch, Bonnie McGee and Becky Herington for the outstanding coverage and support they provided while on medical leave in November. Also, Kudos to Aaron Snead for his technical support that allowed him to communicate with colleagues and access college information and files while on leave.
 - 6.2 To Monteze Morales and Ciji Gamble for their presentation to the Board. Great job!!
 - 6.3 To Linda Depta for the 50th Anniversary video. Well done!
7. Wrap-up/Next Steps/Agenda Items – As stated.
8. Adjourn: The meeting adjourned at 9:00 am.
9. Next Meeting: January 25, 2017 at 8:00 am in room 4380.