

To: Administrators Plus (via Zoom)
From: Sherry Weber
Subject: Meeting Summary of April 12, 2021 via Zoom
Date: May 6, 2021

Members:

Aaron Hilliard	Dannie Alexander	Linda Depta	Sara Herrmann
Aaron Snead	Deb Coates (Absent)	Louis Thomas	Sarah Hubbell
Alisha Cederberg	Denise Lindsley	Mark Walters	Tim Welsh
Amy Louallen	Don Benthin	Megan Pauken	Tom Hamann (Absent)
Angela Marsh-Peek	Dr. Washington	Cathy Collela	Tom Sutton
Bill McElhone	Evan Pauken	Muriel Hice	Tracy Labadie
Billy Reynolds	Gail Fredericks	Paige Eagan	Trice Batson (Absent)
Brian Lueth	Jenny Ott (Absent)	Patrick Joswick (Absent)	Vic Ledbetter
Cameron Buck (Absent)	Kate Miller	Patti Henning	
Craig Jbara	Kathy Johnson	Rachel Bair	
Dan Mondoux	Laura Cosby	Russ Panico	
GUESTS:	Cynthia Schauer	Bob Bechtel	

- ❖ Summary of March 8, 2021 was approved as presented.
- ❖ Brian Lueth reviewed what the college has used Higher Education Emerging Relief Fund (HEERF) money for. Facilities and IT requests are part of the requests submitted. Please note:
 - Cares Act requests that require interior/exterior building modifications need to be reviewed by Dannie Alexander prior to submitting them to Brian Lueth for approval.
 - Cares Act requests that require Information Technology projects need to be reviewed by Tim Welsh prior to submitting them to Brian Lueth for approval.
- ❖ 2021-2022 KPI development presentation was given by Evan Pauken. While developing KPIs ask “How does KPI connect to the strategic plan focus areas?” Reach out to Evan Pauken or Bob Bechtel if assistance is needed in finding information for KPIs.
- ❖ Next Steps for developing 2022 KPI:
 - Follow up via email with breakdown KPI sketches and departmental grouping.
 - May/June we will hold in person work session meeting with new sub-groups.
 - We will report on KPI through 2022.

Announcements and Updates

- Thanks everyone who helped with the virtual Foodways Symposium. Details from this event can be viewed at kalamazoofoodways.org
- Statewide Astronomy night scheduled for April 16 at 7:45 p.m.
- The work of the Procedures task force continues. Each Department should load their cross-functional procedures to the bookstack portal.
- 20 Promise students are scheduled to graduate in May. There is a new Instagram page for Promise students.

- Virtual OFE Baking Show scheduled for May 13 @ 7:00. Single ticket sales are available.
- Student Merit Scholarships information will soon be available.
- Inside-Out event dates coming soon.
- Thank you for “Plants for Employees” event at the FIC.
- Fall 2021 Registration starts May 17. Schedule available to view starting May 10.
- IT is working on Oracle upgrade focusing on as little disruption to College operations as possible. There will be some downtime in late May/early June.
- Congratulations to Kathy Johnson on her retirement at the end of April.

The next Admin Plus meeting will be on Monday May10, 2021.