

**To:** Administrators Plus  
**From:** Tracy Labadie  
**Subject:** Meeting Summary of December 12, 2022

**Members:**

Aaron Hilliard (absent)	Cindy Cole	Jenny Ott (absent)	Russ Panico
Aaron Snead	Cindy Reuss	Kate Miller (absent)	Sara Herrmann
Alisha Cederberg	Craig Jbara	Linda Depta	Sarah Hubbell
Allison Moore (absent)	Dannie Alexander	Louis Thomas	Sarah Mansberger (absent)
Amy Reynolds	Deb Coates	Mark Dunneback	Tim Welsh
Angela Marsh-Peek	Denise Lindsley	Mark Walters	Tom Hamann (absent)
Bill McElhone (absent)	Don Benthin	Mike Thompson	Tom Sutton (absent)
Billy Reynolds	Dr. Washington	Muriel Hice (absent)	Tracy Labadie
Brian Lueth	Erin Shufro	Nkenge Bergan	Trice Batson (absent)
Cameron Buck (absent)	Evan Pauken	Paige Eagan	Vic Ledbetter
Cathy Colella	Gail Fredericks (absent)	Rachel Bair	
GUESTS:			

- ❖ Summary of November 14, 2022 meeting was approved as presented.
- ❖ Paige Eagan, Deb Coates and Evan Pauken provided an update on the Academic Master Plan.
- ❖ Tracy Labadie provided an update on new and updated CMOPs.
- ❖ Evan Pauken and Brian Lueth provided an update on the NACUBO grant work and a new Data Governance Committee that will be launched this year.
- ❖ Evan Pauken lead the group through a data review exercise.

**Announcements and Updates**

- The Kalamazoo Valley Museum will be open over the holidays. Please check their webpage for activities and hours of operation.
- The college successfully enrolled 75 new students during the Get It Done events.
- Reminder that travel for over 400 miles will require a flight quote for expense reimbursement, even if actual travel was not by flight. Please work with financial services to acquire a quote.
- IT continues to move forward with the email conversion. Conversion for faculty will take place after grade-roll.
- IT staff will be monitoring email over the holiday break to assist with questions during that time.

Next Admin Plus meeting will be on Monday, **January 9, 2022 at 8:00.**