

To: Administrators Plus
From: Cindy Cole
Subject: Meeting Summary of November 14, 2022

Members:

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|---------------------------|---------------------|--------------------------|-------------------------|
| Aaron Hilliard | Cindy Cole | Jenny Ott (absent) | Rachel Bair |
| Aaron Snead | Cindy Reuss | Kate Miller | Russ Panico |
| Alisha Cederberg (absent) | Craig Jbara | Linda Depta | Sara Herrmann |
| Allison Moore | Dannie Alexander | Louis Thomas | Sarah Hubbell |
| Amy Reynolds | Deb Coates (absent) | Mark Dunneback | Tanya McFadden (absent) |
| Angela Marsh-Peek | Denise Lindsley | Mark Walters | Tim Welsh |
| Bill McElhone | Don Benthin | Mike Thompson | Tom Hamann (absent) |
| Billy Reynolds | Dr. Washington | Muriel Hice | Tom Sutton (absent) |
| Brian Lueth | Erin Shufro | Nkenge Bergan (absent) | Tracy Labadie |
| Cameron Buck (absent) | Evan Pauken | Paige Eagan | Trice Batson |
| Cathy Colella (absent) | Gail Fredericks | Patrick Joswick (absent) | Vic Ledbetter |
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| GUESTS: | | | |
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- ❖ Summary of October 10, 2022 meeting was approved as presented.
- ❖ Aaron Hilliard provided an update on the Compensation and Classification Study.
- ❖ Allison Moore provided an update on the HLC reaffirmation of accreditation timeline and the projects underway.
- ❖ Allison Moore shared new and modified CMOPs.
- ❖ Angela Marsh-Peek facilitated a communications activity.
- ❖ Evan Pauken lead the group through a discussion about Key Performance Indicators (KPIs).

Announcements and Updates

- The email system migration is moving forward. A pilot group is using it now and it is going well. IT will do a rolling migration department-by-department rather than the original plan to migrate everyone over the holiday break.
- IT is moving forward with multi-factor authentication integration. We will start seeing the authentication steps added to modules, such as Summit Registration and PeopleAdmin.
- The deadline to submit Winter Summit presentation proposals is November 16.
- Get It Done events are scheduled for November 29 at AWH and December 2 at TTC.
- The college signed a new articulation agreement with the Millwright and Carpenter Union Training Center.

- Reminder that the deadline for capital requests is November 30.
- There will be an Alumni Taps on Tuesday on November 15 at 4:30 at the CAH.
- The Kalamazoo Holiday Parade is November 19. The Kalamazoo Valley Museum will be hosting post parade activities. The Museum will also be providing activities at the tree lighting ceremony at Bronson Park scheduled for November 25.
- Two professional development opportunities are scheduled for Friday, November 18. A Diversity and Bias in Search Committee training and a LGBTQ Safe on Campus Training.
- Reminder that the deadline for benefits open enrollment is November 15.
- An Inclement Weather communication went out to everyone on Friday, November 11.
- Reminder that Commencement will be on December 18. A communication with information will be going out soon.

Next Admin Plus meeting will be on Monday, **December 12, 2022 at 1:00.**