

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

**Members:**

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

- ❖ Summary of June 13, 2022 was approved as presented.
- ❖ Dr. Washington led the group through a discussion to reflect on our work during the past year.
- ❖ Tracy Labadie led a discussion to reflect on the August Professional Development Retreat and how the lessons learned have been applied.
- ❖ The group spent time with their accountability partners.
- ❖ Evan Pauken provided an update on the Strategic Enrollment Management and Retention Plan.
- ❖ Allison Moore provided an update on the CMOP Review Process and presented reviewed and updated CMOPs.

**Announcements and Updates**

- Police Academy is doing DEI training this week.
- Vibe Fest will be held at the CAH on 9/13/22. Welcome tables continue this week.
- MiLEAP grant work still in progress for CNC and Medical Coding training.
- Wind Academy train-the-trainer course begins next month with a contingency from Vietnam.
- Working to increase awareness for Special Populations (Perkins) support and funding. Contact Denise with any questions.
- Employee Engagement and Wellness Committee now has a webpage on the employee portal. A few new

efforts are underway, including introductions of new employees with bio and pictures and departmental highlights featuring work departments are doing and relaunching employee recognition. Tool kits will be coming to supervisors soon. Several meet-ups have been scheduled and have been well-received.

- Welcome to Cindy Reuss to the team!
- [kvc.edu/finaid](https://kvc.edu/finaid): new web page for additional financial aid information, including financial aid that does not have a deadline. Funds are still available for Fall semester. Please help direct students to this resource.
- A new process to replace eCARS called “Roster Verification” has been launched this Fall. Includes a new feature allowing for alerts for students with a special attribute (EFE, EMC, KVAAP, Promise, etc.) in Banner to allow the appropriate staff to do intentional follow up with students.
- Reminder to please have everyone from your team complete the security and safety trainings.
- Please remove all coverings on office door windows by September 15 to open line-of-sight for safety measures.
- Health Careers and Sustainable Food Systems has launched a new retention pilot program allowing for intentional outreach for students who are struggling.
- Working to bring KPS middle school students to the KVM to give them some exposure to the campus. This is a collaborative effort between deans and Student Development Services.
- Student Voices Advisory Council is active again this semester. Please bring forward ideas for facilitated sessions with the council. Contact Evan or Alisha.
- Working to centralize all events through Target X including a new process that allows for QR code registration. Please contact Evan if you have an event.
- A new tool is available in Target X called Insights that allows for deeper trending data. Contact Evan if have questions or would like assistance with developing a new report.
- September 15 – October 15 is National Hispanic Awareness Month.
- Bias in Search Committee Training continues to go well. Since March 1, 2022, 120 employees have completed the training. These continue to be added to the training schedule. Contact Scott or Trice to register.
- Mental Health First Aid Training in Higher Education is scheduled for October 21<sup>st</sup>. This is a full day training done in partnership with ISK. Contact Trice if interested.
- Working to bring the “Safe on Campus” program back, in partnership with Out Front Kalamazoo.
- SHARE will be in-person on November 10. More details to come soon.
- HLC Accreditation reaffirmation is 2025 – 2026. Meetings with the Criterion Teams will be scheduled throughout this year to begin our preparations.
- Opportunities For Education event will be held on September 22.
- Now offering MeLCat in the library for all faculty, staff and students.
- Library Instruction Lab is now open again and is in Astra for room reservation.
- IT is working through the email conversion this semester for students. Multi-factor authentication is going well for students also. The conversion for faculty and staff will happen in December.
- IT continues to replace desktops and laptops that need to be updated. Thank you for your patience.
- HLC approval has been received for the new Sustainable Horticulture program. Classes will be launched in Winter 2023.
- KVAAP is still accepting students for Fall semester at this time. Please refer students to Louis and his team.
- The KVAAP team is working with Health Careers to increase awareness of expectations for KVAAP students pursuing a health career program.
- KVAAP summer kick-off academy went well. Thank you to those who assisted.
- Starting this Fall, the college is on a permanent 14-week semester set up with two 7-week terms (now referred to as first half and second half).
- Congratulations to Erin Shufro for receiving the Georgia State Educator of the Year award!
- COVID Home Test kits are still available and will be made available to faculty, staff and students during scheduled distribution dates. Individuals must sign up to receive one. They will be made available in the

library after the initial distribution dates.

- Feminine hygiene products will be made available free of charge in all bathrooms. The team is continuing to install dispensers.

Next Admin Plus meeting will be on Monday, **October 10, 2022 at 1:00.**