

CABINET MEETING AGENDA
October 18, 2022 at 8:00 a.m.
Board Room

1. Approval of the Minutes of September 20, 2022 meeting.
2. CMOP Review – Allison Moore
 - a. CMOP 6070 Student Insurance
 - b. CMOP 4100 Social Security Number Privacy Rights
 - c. New CMOP Hazard Communication Program
 - d. New CMOP Use of Institutional Property and Services
3. Committee Process Update – Allison Moore
4. HLC Update – Allison Moore & Paige Eagan
5. Compensation & Classification Study Update – Aaron Hilliard, Amy Reynolds & Kathy Johnson
6. Crisis Management Process Review – Dannie Alexander
7. Non-Credit Training / Program Registration System – Craig Jbara
8. Public Health Response
9. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - b. Travel Authorizations
 - i. Aubrey Rodgers to attend the Game Developers Conference in San Francisco, CA on March 20 – 24, 2023.
 - ii. Theo Sypris, Marina Smirnova, Thomas Shurino & Frances Kubicek to attend the 2022 Conference for the Midwest Institute at Schoolcraft College on October 21 – 22, 2022.
 - iii. Chelsie Taylor to attend the MACRAO Annual Conference in Frankenmuth, MI from November 15 – 18, 2022.

- iv. Jonathan Selmon to attend MCAN's 11th Annual Conference in Mount Pleasant, MI on November 9 – 10, 2022.
 - v. Kristina Pudasaini to attend the NAFSA Regional Conference: 2022 Region V Conference in Milwaukee, WI on October 19 – 21, 2022.
 - vi. Derrick Jones to attend the MSFAA Leadership Masterclass in Plymouth, MI on October 5 – 7, 2022. MSFAA to cover hotel and registration.
 - vii. Gail Fredericks, David Kobb, Dave Swan, Halea Kasishke, Mary Morehouse, Molly Pfaff (presenting), Joe Wagner (presenting) and Bethann Talsma to attend the Michigan Canvas Users Conference at Lawrence Tech on October 28, 2022.
 - viii. Brian Murray to attend the Trends in Occupational Studies Conference in Traverse City, MI on October 12 – 14, 2022.
 - ix. Evan Pauken to attend the National Symposium on Student Retention in San Diego, CA on October 24 – 27, 2022.
 - x. Amy Mulhall, Scott Hall and Becky Craft to attend the Society for Human Resource Management Conference in Grand Rapids, MI on October 19 – 21, 2022.
 - xi. Brian Lueth and Sara Herrmann to attend the MCCBOA Fall Conference in Mt. Pleasant, MI on November 3 – 4, 2022.
 - xii. Jane Otten to attend the Questica User Group Meeting in Chicago, IL on November 8, 2022.
 - xiii. Gena Mead and Tanya Wolfe attended the Michigan Association of College Bookstores annual fall meeting in Port Huron, MI on September 25 – 27, 2022.
 - xiv. Cody Cook to attend the National Association for Interpretation Conference in Cleveland, OH on November 29 – December 3, 2022.
 - xv. Marc Rifener and Don Benthin to attend the Michigan Association of Chiefs of Police (MACP) Conference in Grand Rapids, MI on February 8 – 10, 2023.
 - xvi. Travel Using Staff/Administrator Development Funds
 - 1. Jessica Potter to attend the Ad Astra Aspire Conference in Kansas City, MO on October 10 – 12, 2022.
 - 2. Billy Reynolds to attend the National Collegiate Honors Conference in Dallas, TX on November 2 – 6, 2022.
- c. Grants Update (Tracy Labadie)
- d. Personnel Updates – As of **September 14**, 2022

New Hires

Sierra Armstrong, Custodian, effective 9-19-22

Eilene Gordon, Custodian, effective 9-26-22

Diego Ferreyra, PT Security Officer, effective 9-21-22

Stephanie Willoughby, Program Coordinator – KVM, effective 10-25-22

Adam Westhouse, Mi-LEAP Program Navigator, effective 10-6-22
Jessica Zwallowa-Cook, Planetarium Specialist, effective 10-4-22
Joseph Perkins, Custodian, effective 10-3-22
Tristen Shimel, Utility Maintenance Specialist, effective 10-3-22
Dakota Doak, Custodian, effective 10-4-22

Transfer

Mike Gilman, from Custodian to Utility Maintenance Specialist, effective 10-3-22

Resignations

Dana LeLuca, KVCC Foundation Officer, effective 9-30-22
Sierra Armstrong, Custodian, effective 9-20-22
Eilene Gordon, Custodian, effective 9-28-22

FT Currently Posted/Active Positions

Custodian
Patient Care Academy Instructor
Instructional Manager – Wind Energy
Academic and Career Pathway Advisor
Director of Facilities Services
Collections Registrar
Mi-LEAP Program Manager
Systems Analyst/Developer
Administrative Manager - President's Office
Administrative Assistant - President's Office
Machine Tool Lab Operations Manager
Employment and Training Manager
Brewery Operations and Maintenance Coordinator
Groundskeeper
Maintenance Specialist

Position Justification Forms

Diversity and Inclusion Program Coordinator
Administrative Assistant - President's Office
Maintenance Specialist
Groundskeeper

10. Announcements and Updates

To: Cabinet, Archives
From: Tracy Labadie
Subject: Minutes of October 18, 2022

Members Present: Batson, Bergan, Depta, Eagan, Hilliard, Jbara, Labadie, Lueth, Washington and Welsh
Members Excused: Alexander
Other Attendees: Kathy Johnson and Amy Reynolds

1. The minutes of September 20, 2022 were approved as presented.
2. Aaron Hilliard, Amy Reynolds and Kathy Johnson presented an update on the Compensation & Classification Study.
3. Tracy Labadie and Paige Eagan provided an update on HLC work that is underway. The HLC Criterion Teams have started meeting to begin preparations for the next reaffirmation of accreditation site visit. A team completed an HLC workshop focused on General Education Assessment. The college is due for a multi-location site visit in 2023-2024.
4. Craig Jbara provided an update regarding the evaluation of a potential new non-credit training and program/event registration system. A team will be pulled together to review options.
5. Standing Items
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No report.
 - B. Travel Authorizations
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Systems Analyst/Developer
Administrative Manager - President's Office
Administrative Assistant - President's Office
Machine Tool Lab Operations Manager
Employment and Training Manager
Brewery Operations and Maintenance Coordinator
Groundskeeper
Maintenance Specialist

Position Justification Forms

Diversity and Inclusion Program Coordinator
Administrative Assistant - President's Office
Maintenance Specialist
Groundskeeper

6. Announcements and Updates

- Spirit week is the week of October 24th.
- Dr. Washington provided an update on the administrative support search for the President's office.

Next Cabinet Meeting: November 1, 2022 at 8:00 am.