

To: Cabinet, Archives
From: Tracy Labadie
Subject: Minutes of April 18, 2023

Members Present: Alexander, Batson, Bergan, Bishop, Eagan, Hilliard, Jbara, Labadie, Lueth, Washington and Welsh

Excused: Depta

1. Minutes for the March 21, 2023 meeting were approved as presented.
2. Amended CMOP 2120 FOIA (Tracy Labadie) was reviewed and approved.
3. The group discussed next steps for the Compensation and Classification Study implementation plan.
4. Public health and security and safety discussion. The new Director of Public Safety will begin April 24. Reminder that if you “see something, say something” and report to Public Safety if you notice anything unusual. The group discussed the rise in overdoses in our community and the need to raise awareness for resources.
5. Niece Washington of Academic Impressions provided a demonstration of training options available.
6. Standing Items:
 - DEI Strategic Plan Update (Trice Batson)
Working on updating the 22-23 Strategic Plan metrics and will have a presentation for the next Cabinet meeting.

 - Travel Authorizations
 - Steve Crawford and Jessica Zwalua-Cook to attend the Michigan section meeting of the Great Lakes Planetarium Association in East Lansing, MI on May 13, 2023.
 - Rosie Florian, Jeff Sobolewski, Crystal Van Pelt and Rachel Bair to attend the Michigan Good Food Summit in East Lansing, MI on May 19, 2023.
 - Mark Dunneback to attend the April MODAC meeting at Delta College in Bay City, MI on April 6 – 7, 2023.

- Denise Lindsley and Lois Baldwin to attend the MOSPA Conference in Boyne, MI on May 3 – 5, 2023.
- LaJoyce Brooks to attend the WE CAN TX-Educate Texas Career Launch Kalamazoo Meeting in Pasadena, TX on April 17 – 20, 2023. Travel to be covered by grant.
- Paige Eagan to attend the McGraw-Hill Advisory Forum in Chicago, IL on April 24 – 26, 2023 (no cost to the college).
- Paige Eagan and Nkenge Bergan to attend the MCCSSA 2023 Summer Retreat in Thompsonville, MI on June 13- 14, 2023.
- Paige to attend the MACCAO meeting in Escanaba, MI on August 3 – 4, 2023.
- Alisha Cederberg to attend the MSFAA Board Retreat and Board Meeting in Crystal Mountain, MI on April 20 – 21, 2023.
- Amy Brandt to attend the Michigan Academic Library Association Conference in Holland, MI on May 17 – 19, 2023.
- Jeremy Breeding (change from Nathan Rickey) to attend the EnergyCAP Catalyst Conference in State College, PA on April 24 - 27, 2023.
- Evan Pauken and LaJoyce Brooks to attend the MCCA Summer Conference (as part of the Leadership Academy) in Traverse City, MI on July 26 – 28, 2023.

Staff and Administrator Development Fund

- Jason Kovacs to attend the USITCC Collegiate Conference in Galveston, TX on March 29 – April 2, 2023.

- Grants Update (Tracy Labadie)

No updates to report.

- Personnel Updates – As of April 12, 2023

New Hires

George Fox, Jr., Custodian, effective 3-27-23

Natalia Carvalho-Pinto, Academic and Career Pathway Advisor, effective 4-1-23

David Lancaster, Lab Manager-Sciences, effective 4-12-23

Sean Gordon, Director of Public Safety, effective 4-24-23

Transfer

Erin Bishop, from Administrative Assistant to Administrative Manager – President's Office, effective 4-16-23

FT Currently Posted/Active Positions

Program Coordinator - KVAAP

Associate Director of Financial Aid

Instructional Manager

Associate Vice President for College Advancement and Executive Director of the KVCC Foundation

Community Culinary and Nutrition Program Support Specialist

Career and Continuing Education Program Coordinator

Systems Analyst/Developer

Associate Director of Corporate Training

Director for Recruitment and Outreach

Brewery Operations and Maintenance Coordinator

STEM Program Coordinator

Vice President for Information Technologies

Director of Nursing and Health Careers Liaison

Academic and Career Pathway Advisor

Custodian

Biology/Horticulture Faculty

Mathematics Faculty

Computer Information Systems Faculty

Automotive Faculty

Electrical Technology Faculty

Financial Aid Assistant

Position Justification Forms

KVAAP Program Coordinator

Athletic Trainer

- Updates and Announcements
 - Registration events are scheduled between now and commencement to get students registered before they leave for the Summer.
 - Commencement is April 30 and graduation celebrations happening over the next couple of weeks.
 - Calling campaigns are underway to encourage students to register for Summer.
 - The Pay Station is now located in Student Financial Services (formerly the Financial Aid Office).
 - HR is working on cleaning up and organizing the employee directory with a goal of having this project completed by the end of May.

- IT will be reviewing a list of employees who have not yet set up their email accounts to ensure they have the Multi-factor Authentication set up.
- The Foodways Symposium was successful and well attended.
- Get It Done events are scheduled for July 25 at TTC and August 9 at AWH.
- April 22 is Earth Day and several staff and faculty will be facilitating an event in partnership with the Kalamazoo Cycle Show. The college will be participating in the Celebration in the Park at Upjohn Park. The college will be hosting a recycling event and several science faculty and students will be pulling invasive weeds around campus.
- May 5 is the MIACADA Conference at TTC. Several student services staff will be presenting.
- April 30 and May 3 are FAFSA nights.
- Universal Design and Inclusive Pedagogy work is moving forward and will be planning a session for the Fall Summit.
- Several DEI focused lunch and learn sessions have been held this semester and have been well attended.
- LGTBQ+ Student Club has relaunched.
- The college's retirement celebration will be held April 19 in TTC room 4240.
- The testing center expansion is moving along and renovation of room TTC 2110 from an art lab to a science lab is underway. Both projects are expected to be completed this summer.
- April 28 is the faculty summit. Several staff will be participating in breakout sessions during the morning portion of the program. The Arbor Day Celebration will begin at 11:30 a.m.
- Fall Summit planning is underway. The call for proposals will be going on soon. Progress on our strategic plan will be a primary focus.