

To: Cabinet, Archives
From: Tracy Labadie
Subject: Minutes of June 20, 2023

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

Members Absent: Welsh

1. Minutes for the May 16, 2023 meeting were approved as presented.
2. The group reviewed and approved the following new and updated CMOPs:
 - a) CMOP 2100 Red Flag Rules – approved as presented
 - b) CMOP 3100 Preferred First Name – approved as presented
 - c) CMOP 4060 Physical and Mental Examinations – approved as presented
 - d) CMOP 5010 Acceptable Use for Internet and Computer Network – approved as presented
 - e) New CMOP Vaccines – approved as presented
 - f) New CMOP Drug and Alcohol Use – approved as presented
 - g) New CMOP Tobacco, Cannabis and Smoke Free Campus – approved as presented
 - h) New CMOP Animals on Campus and Service Animals – approved as presented
3. The group discussed the following items and determined the following new CMOPs should be developed:
 - a) Flags, posters and signs on campus
 - b) Student advisor attendance at student club meetings
 - c) Non-discrimination statement
4. The group was reminded that all requests for sponsorships and participation at community events must be approved by the President. A formalized process is being developed that will include a form and a method for tracking college commitments.
5. The group discussed the current status of the Compensation and classification study implementation plan and next steps.
6. Public health and security and safety discussion.
7. Standing Items:
 - a) DEI Strategic Plan Update (Trice Batson)

Trice presented the updated DEI Strategic Plan for review.

b) Travel Authorizations

- Scott Hall and Renee Martin attended the Michigan Community College Human Resources Association Conference in Bay City, MI from May 17 – 19, 2023.
- Billy Reynolds (in place of Erin Shufro) attended the MLAD Summer Meeting in Traverse City, MI from June 8 – 9, 2023.
- Paige Eagan (in place of Tracy Labadie) to attend the MCCA Summer Conference in Traverse City, MI from July 26 – 28, 2023.
- Denise Lindsley to attend the National College Testing Association Conference in Las Vegas, NV from August 14 – 18, 2023.
- Angela Marsh-Peek, Ezra Bell and Nkenge Bergan to attend the MCCA Michigan Transfer Expansion Retreat in Grand Rapids, MI on July 20, 2023.
- Cody Cook, Heather Lehman and Karen Kreuze to attend the NAI Certified Interpretive Guide Training Course in Cincinnati, OH from August 21 – 22, 2023 and in Milford, OH from August 23 – 24, 2023.
- Susan Pearson to attend the AARC Summer Forum Conference in Fort Lauderdale, FL from July 14 – 17, 2023.
- Sara Herrmann to attend the summer MCCBOA meeting in Traverse City, MI from July 26 – 28, 2023.

c) Grants Update (Tracy Labadie)

Application

Michigan Sixty by 30 Adult Student Success Grant (\$200,000 over two years) and Immigrant Student Success Grant (\$150,000 on year)

The office of Sixty by 30, in partnership with the Michigan College Access Network and Global Detroit, is offering a joint application process to invest in community college's commitment to pursuing innovative ways to increase student success specifically for adult learners and international, immigrant, refugee or first-generation students. The goal for both of these grants is to equip 60% of Michigan's workforce with a post-secondary degree or credential by the year 2030. The application for both grants is due July 31, 2023.

d) Personnel Updates – As of June 14, 2023

New Hires

Nicole Cheade, Public Safety Officer, effective 5-16-23

Gary Latham, Public Safety Officer II, effective 5-31-23

Elizabeth Schab, Program Coordinator-KVAAP, effective 6-5-23

Retirements

Tim Campbell, Public Safety Officer II, effective 6-10-23

Sherie Reeves, Senior Office Specialist, effective 9-8-23

Gloria Larrieu, English Faculty, effective 8-30-23

Resignations

Erin Shufro, Dean of Instruction – Math and Sciences, effective 6-8-23

Julia Fedeson, Office Manager, effective 6-12-23

Transfer

Madeline Isch, from Program Coordinator to Associate Director of Corporate Training, effective 6-1-23

FT Currently Posted/Active Positions

Food Systems Education Program Manager

Horticulture Lab Coordinator

Food Hub Flex Technician

Gym Facilities Coordinator

Events Coordinator

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

Systems Analyst/Developer

Director for Recruitment and Outreach

Brewery Operations and Maintenance Coordinator

Vice President for Information Technologies

Biology/Horticulture Faculty

Mathematics Faculty

Computer Information Systems Faculty

Automotive Faculty

Electrical Technology Faculty

Administrative Assistant – President's Office

Assistant Director of Financial Aid

Coordinator for Student Onboarding and Organizations

Custodial Services Manager

Program Coordinator – Youth Pipeline

HVAC Faculty

Position Justification Forms
Office Manager

- a) Updates and Announcements
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