

CABINET MEETING AGENDA

July 18, 2023, at 8:00 a.m.

Board Room

To: Cabinet, Archives
From: Erin Bishop
Subject: Minutes of July 18, 2023

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

Members Absent: Labadie

Guests Present: Allison Moore

1. Minutes for the June 18, 2023 meeting were approved as presented.
2. The group reviewed and approved the following new CMOP:
 - a. New CMOP Non-Discrimination – approved as presented
3. Allison Moore provided an update on the HLC on-site representative visit for the Groves and Arcadia Commons campus' during this school year.
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 posting cannabis industry positions on Kalamazoo Valley job boards.
6. The Group discussed the re-establishment of service maintenance windows. Information concerning planning and implementation will be communicated out.
7. Dr. Washington shared a draft report of progress toward implementation of the Strategic Plan and asked these be communicated out.
8. The Group reviewed information regarding the Compensation & Classification Study Implementation Plan.

9. The Group discussed the colleges Public Health Response / Security & Safety.

10. Standing Items:

a. DEI Strategic Plan Update (Trice Batson)

- i. The DEI office provided an updated draft of the strategic plan including new data and a Narrative dialog companion piece to provide additional understanding for the DEI strategic plan.

b. Travel Authorizations

- i. Christine Gearig to attend the 2023 CompTIA Partner Summit in Las Vegas, Nevada from August 2-3, 2023
- ii. Evan Pauken to attend the Liaison (TargetX) Michigan Summit in East Lansing, MI on August 3, 2023
- iii. Kevin Fuchs to attend ACTFL 2023 Convention & World Language Expo in Chicago, IL November 17-19, 2023
- iv. Kevin Wright attended Forensics Summer Workshops in Kalamazoo, MI on July 10-14, 2023, and July 17-18, 2023
- v. Tracy Labadie and Erin Bishop to attend NAPAHE annual conference in Washington, DC on January 18-20, 2024
- vi. Lori Orr to attend ACEN Conference Breaking Barriers in Atlanta, GA on July 19, 2023
- vii. Moriya Hurst, Paige Woodstock, and Taylor Whisman to attend the Society of Michigan EMS Instructor Coordinators fall conference in GR @ GVSU's Eberhard Center on October 5-7, 2023
- viii. Brian Lueth to attend the 2023 NACUBO Planning, Budgeting, and Analytics Forum in Chicago from September 24-26, 2023

c. Grants Update (Tracy Labadie)
(No Update)

d. Personnel Updates – As of July 11, 2023

New Hires

Ka Kit Leng, Systems Analyst/Developer, effective 7-10-23

Nicholas Yahr, Systems Analyst/Developer, effective 7-10-23

Audrey Pearson, PT Public Safety Officer, effective 7-10-23

Ryan St. John, Director of Recruitment and Outreach, effective 7-17-23
Ashley May, Events Coordinator, effective 7-17-23
Rostam Daud, Computer Information Systems Faculty, effective 9-6-23
Nathan Brindley, Automotive Faculty, effective 9-6-23
Daniel Crouch, Electrical Technology Faculty, effective 9-6-23
Sara Tanis, Biology/Horticulture Faculty, effective 9-6-23
Andrew Young, Mathematics Faculty, effective 9-6-23

Transfers

Sirri Bearss, from PT Systems Analyst/Developer to FT Systems Analyst/Developer, effective 6-19-23
Aaron Snead, from Director of Networks, IT Support Services, Technology Contingency, and Disaster Recovery Planning to Vice President for Information Technologies, effective 7-1-23
Beth Keith, from Garden Education Program Coordinator, to Horticulture Lab Coordinator, effective 7-1-23

Resignations

Nicholas Albaran, PT Security Officer, effective 6-10-23
Derrick Jones, Financial Aid Advisor, effective 7-17-23

FT Currently Posted/Active Positions

Food Systems Education Program Manager
Food Hub Flex Technician
Gym Facilities Coordinator
Associate Vice President for College Advancement and Executive Director of the KVCC Foundation
Brewery Operations and Maintenance Coordinator
Administrative Assistant – President’s Office
Assistant Director of Financial Aid
Coordinator for Student Onboarding and Organizations
Custodial Services Manager
HVAC Faculty
Program Coordinator – Corporate Training
Food Hub Operations Coordinator – Logistics
Office Manager

Position Justification Forms

Program Coordinator – Corporate Training
Financial Aid Advisor

- a. At this time there is a committee review in progress for a new system for non-credit registration.
 - i. Dr. Washington has asked for a written detailed report provided to him from the committee on their findings.
- b. The Summit Committee still has 10 additional open slots for presentations for sessions and is asking for volunteers or recommendations. Please let Aaron Hilliard know if he can assist in any way.
- c. Vibe Fest has sent out save-the-date notifications. If you would like to have a table please reach out to Nkenge.
- d. Marketing would like us to ensure that they are using Market for all their promotional needs.
- e. There has been an adjustment in deans for program reporting. WPE wellness and physical are now reported to Billy Reynolds, AMNT now reports to Mark Dunneback.
- f. Miller Johnson will be holding an employment law seminar at the Radisson for no fee for current clients. Please contact Paige Eagan for additional information.
- g. The Michigan Center for Student Success is having a two-day conference in October located in Grand Rapids. The college would be able to send a team of 20 from across the college. Please send individuals to Paige Eagan and Sherry Postula for additional information.
- h. Facilities Project Update:
 - i. The converted TTC 2010 science lab is on track to be available for the fall semester.
 - ii. Testing center is expected to be completed soon
 - iii. There has been forward movement on the Cosmetology and barbering building project, the construction manager is anticipating be able to occupy space in January.