

## CABINET MEETING AGENDA

October 3, 2023, at 8:00 a.m. – 12:00 p.m.

### Board Room

**To:** Cabinet, Archives  
**From:** Erin Bishop  
**Subject:** Minutes of October 3, 2023

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**Members Present:** Alexander, Batson, Bergan, Bishop, Dunneback, Eagan, Jbara, Labadie, Lueth, Siebers, Snead, and Washington

**Members Absent:** Hilliard, Reynolds

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1. The September 19, 2023, meeting minutes have been approved as presented.
2. Tracy Labadie, Nkenge Bergan, and Paige Eagan provided updates and information from the Miller Johnson Employment Law Seminar.
3. The Group discussed Employee Google Drive Sharing Abilities and Best Practices.
4. Dannie Alexander provided an update to the Facilities Master Plan and Board Ends Policies 409 & 412.
5. Tracy Labadie provided an update on our work with Ellucian Grant Services.
6. Dannie Alexander provided an update on the college's Annual Training Calendar.
7. The Group discussed the college's Public Health Response and Security and Safety.
8. Standing Items:
  - a. DEI Strategic Plan Update (Trice Batson)
    - i. Trice has emailed a recommended reading list to all cabinet members
  - b. Travel Authorizations
    - i. Gail Fredericks, David Kobb, Molly Pfaff, and Dave Swan to attend Michigan Canvas Users Conference in Detroit MI, on October 6, 2023

- ii. Bruce PUNCHES to attend the National Communication Association Annual Conference in National Harbor, MD from November 16-19, 2023
  - iii. Theo Sypris and Frances Kubicek to attend the Midwest Institute's 2023 Conference in Oglesby, IL from October 13-14, 2023
  - iv. Steve Crawford to attend the Great Lakes Planetarium Association meeting in Bay City, MI on October 7, 2023
  - v. Paige Eagan, Nkenge Bergan, Ryan St. John, Mark Dunneback, Denise Lindsley, Kevin Lavender, Elizabeth Schab, Andrietta Gaston, Alisha Siebers, Angela Marsh-Peek, Evan Pauken, Louis Thomas, Katelyn Vinson and Sarah Hubbell to attend the MCCA Student Success Summit in Grand Rapids, MI from October 12-13, 2023
  - vi. Paige Eagan, Bethann Talsma, Christine Gearig, Martin Adams, Denise Lindsley, Mark Dunneback, and Monica Koning are to attend the TRENDS conference in Muskegon, MI from October 25-27, 2023
  - vii. Angela Marsh-Peek and Ryan St. John to attend Eastern Michigan University's Community College Day on October 5, 2023
  - viii. Kristina Pudasaini to attend the NAFSA, Region V conference in Grand Rapids, MI from October 18-20, 2023
  - ix. Josh Bartz attended the MSU extension event in Detroit, MI from September 14-15, 2023
  - x. Josh Bartz to attend the School Nutrition Association of Michigan Annual Conference in Grand Rapids from November 2-3, 2023
- c. Grant Updates (Tracy Labadie)  
(No updates)
- d. Personnel Updates as of September 27, 2023

New Hires

Grace Gardziella, Collections Cataloguer, effective 10-2-23

Transfers

Sarah Thomas, Vehicle and Grounds Manager, effective 10-2-23

Resignations

Karen Bowling, Custodian, effective 9-25-23

Cat March, Diversity and Inclusion Program Coordinator, effective 9-29-23

Retirements

Kevin McKinney, Computing Support Technician, effective 12-31-23

FT Currently Posted/Active Positions

Student Financial Services Representative

Custodian

KVCC Foundation Officer

Director of Networks, IT Support Services, Technology Contingency, and Disaster

Recovery Planning

Analytics Specialist

Program Coordinator-Wind Technician Academy

Position Justification Forms

Program Coordinator-Wind Technician Academy

Analytics Specialist

EDU Field Coach

Staff and Administrator Fund Approved Activities

None

9. Announcements and Updates

i. Announcements:

1. Kalamazoo Valley has been approved to get another MCAN coach
  - a. Expected to have a coach start work in January
2. KVAAP has met and exceeded their student goal for this semester
3. The Valley Advantage: Fall program is in progress now
4. The Wind Turbine Technician Academy has succeeded in making the wind turbine of the Saginaw Chippewas Indian tribe operational for the first time in its 12-year history
5. The Kalamazoo Valley Foundation OFE Event was a great success, raising more than \$117,000

ii. Reminders:

1. The Staff and Administrators' awards are on October 5 at 8:00 am in room 4240 all are encouraged to attend

iii. Update:

1. The College is moving forward with the WMU program signing on November 6, 2023.
2. Several classroom moves have been completed
3. The new testing center to open soon
4. Capital Outlay request will be submitted to the state this month
5. All inquiries about Vestaron should be directed to Nathan Rickey