

CABINET MEETING MINUTES

November 7, 2023, at 8:00 a.m. – 12:00 p.m.

Board Room

To: Cabinet, Archives
From: Erin Bishop
Subject: Minutes of November 7, 2023

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

Members Absent: None

Guests: Allison Moore, Evan Pauken

1. The October 3, 2023 meeting minutes have been approved as presented.
2. Allison Moore provided a compliance update.
3. Allison Moore provided an update on the college's committee process.
4. Allison Moore provided an update on the college's HLC 2025-2026 Comprehensive Evaluation.
5. The group reviewed and approved updates to the following CMOP:
 - a. CMOP 6010 Academic Standing
6. Paige Eagan and Evan Pauken presented an update on the Academic Master Plan and Board Policies 409, 405, 403, 404.
7. Aaron Snead led a discussion on the plan for the transition from the home "O" drive to One Drive.
8. Dannie Alexander and Aaron Hilliard provided updates on the annual training calendar.
9. Trice Batson, Tracy Labadie, and Dr. Washington lead the group in a discussion on the book 'Primal Leadership' by Goleman, Boyatzis, and McKee.
10. The Group discussed the college's public health response and security and safety.
11. Standing Items:

- a. DEI Strategic Plan Update
 - i. Trice Batson provided an update on partnerships with other educational institutions and businesses.

- b. Travel Authorizations
 - i. Nkenge Bergan to attend the State Policy Action Lab in Baltimore, MD from November 15-16, 2023
 - ii. Gail Fredericks and Mary Morehouse to attend the Professional and Organizational Development (POD) Network Online Conference online from November 14-17, 2023
 - iii. Evan Pauken to attend the Michigan College Access Network Conference in Mt. Pleasant, MI from November 8-9, 2023
 - iv. Christine Gearig to attend the 2024 1EdTech Digital Credentials Summit in New Orleans, LA from March 3-6, 2024
 - v. Kevin Dockerty attended the Michigan Political Science Conference in Flint, MI from October 19-20, 2023
 - vi. Tom Sutton and Josh O'Keefe to attend the Economics of National Security Association (ENSA) Professional Development in Groton, CT from November 6-10, 2023
 - vii. Sean Gordon attended the Michigan Association of Campus Law Enforcement Administrators (MACLEA) Fall Conference in Grand Rapids, MI on October 27, 2023
 - viii. Renae Peruski attended the Michigan Intramural Recreation Sports Association (MIRSA) conference in Kalamazoo, MI from October 18-19, 2023
 - ix. Brian Lueth to attend the Michigan Community College Risk Management Authority (MCCRMA) and the Michigan Community College Business Officers Association (MCCBOA) meetings in Rochester, MI from November 8-10, 2023
 - x. Gabby Vernon and Tracy Labadie attended the Michigan American Council on Education (MI-ACE) Women's Network (Mi-ACE) Institutional Representative Training in Grand Rapids, MI on October 27, 2023
 - xi. Gabby Vernon attended the Michigan American Council on Education Women's Network (Mi-ACE) Women of Color Collaborative Luncheon in Saginaw, MI on November 3, 2023
 - xii. Amy Newday attended the School Nutrition Association of MI conference in Grand Rapids, MI on November 3, 2023
 - xiii. Jane Otten, Gretchen St. John, and Michelle DeMeritt attended the (BUGMI) Banner User Group – Michigan, Conference in Benton Harbor, MI on October 27, 2023
 - xiv. Thomas Schurino attended the Midwest Institute Conference in Oglesby, IL from October 13-14, 2023
 - xv. Staff and Administrator Fund Approved Activities
 - 1. David Swan attended the Educational Technology Organization of Michigan (ETOM) Fall 2023 Conference in Livonia, MI on October 27, 2023

2. Michelle DeMeritt attended the Michigan Council of the Society for Human Resource Management (MISHRM) Conference in Grand Rapids MI, from October 18-20, 2023
 3. Gail Fredericks and Mary Morehouse to attend the Professional and Organizational Development Network in Higher Education Online Conference, from November 14-17, 2023
- c. Grants Update (Tracy Labadie)
- i. Awards
 1. Michigan Economic Development Corporation (MEDC) Food Hub Microgrant - \$12,507
 - ii. Submission
 1. Michigan Center for Adult College Success MI-RAISE Design Lab
 - a. Proposed partnership with Western Michigan University and the Kalamazoo Promise to participate in the MCACS Mi-RAISE Design Lab Program.
 - iii. Upcoming
 1. MDARD Farm Innovation Grant – Climate Smart Practices - \$300,000 two-year grant
 - a. The Grant Application is due November 20, 2023
- d. Personnel Updates as of November 1, 2023

Hires

Laterrie, Miller, Custodian, effective 10-17-23

Annette Chapman, KVCC Foundation Officer, effective 10-23-23

Tyler Roemer, Student Financial Services Representative, effective 11-20-23

Transfers

Sharon Jackson, from Senior Office Specialist to Program Coordinator-Wind Technician Academy, effective 10-15-23

Jeremy Smith, IT Support Analyst to Custodian, effective 11-1-23

Resignations

Kaley Newcomer, Payroll Accountant, effective 10-6-23

Taylor Merkle, Program Coordinator-Wind Technician Academy, effective 10-6-23

Amy Mulhall, Employment and Training Manager, effective 10-20-23

Levi Funk, Senior Office Specialist, effective 10-27-23

Chelsie Taylor, Recruitment and Outreach Coordinator, effective 10-31-23

Retirement

Erick Martin, Welding Faculty, effective 12-31-24

FT Currently Posted/Active Positions

Administrative Assistant - President's Office

Payroll Accountant

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

Analytics Specialist
Groundskeeper
Museum Partnership Coordinator
Employment and Training Manager
Procurement and Project Manager
Senior Office Specialist-ARR
Senior Office Specialist-Groves

Position Justification Forms

Senior Office Specialist-Groves
Senior Office Specialist-ARR
Museum Partnership Coordinator
Groundskeeper
Retention and Completion Coach - Health Careers
Recruitment and Outreach Coordinator
Public Safety Officer
IT Support Analyst
Payroll Accountant
Procurement and Project Manager
Student Services Assistant
Administrative Assistant - President's Office
Employment and Training Manager
Diversity and Inclusion Program Coordinator

2. Announcements and Updates

a. Announcements:

- i. International Student Week is November 13-17, 2023
 1. There will be multiple events across the week in celebration
- ii. National Apprenticeship week is November 12-18, 2023
 1. There will be a registered apprenticeships proclamation ceremony on November 13 in the Commons Theater of the Texas Township Campus from 1:00-2:00 pm
- iii. Reconnect Comedy Night will be hosted by Kalamazoo Valley Community College at the Kalamazoo Valley Museum on Friday, November 10, at 5:00 pm
- iv. Higher Promise summer engagement: Internships
 1. Nkenge Bergan will hold a meeting to provide information for those interested in taking on an intern from the Higher Promise for their area
- v. Kalamazoo Valley Community College has been contacted from an all-girls home looking for adult female mentors, information will be included in a future KVFocus.
- vi. Both the Women's and Men's Basketball teams participated in public trunk-or-treat events to great community approval
- vii. Mark Sigfreds who was a math faculty member of Kalamazoo Valley for 34 years has recently passed away
 1. There will be a tribute to Mark shared in the Kvfocus
- viii. Mr. Murphy Dardon local artist and Kalamazoo Valley supporter has recently passed away
 1. The College holds a collection of Mr. Dardon's artworks, some of which can be seen in the gallery hallway at the Texas Township Campus

- b. Reminders:
 - i. The Student Services Department closes Thursday mornings from 8:00-9:00 for staff development
 - ii. The Capital request form will be coming soon
- c. Updates:
 - i. The Cosmetology and Barbering public forum had over 80 guests in attendance and was well received
 - ii. Student Club activity is on the rise
 - iii. The Testing Center is moving to their new location in room 2350 on November 22, 2023
 - 1. Wayfinding signage for the new testing center location will be posted