

CABINET MEETING MINUTES

May 5, 2024, at 8:00 a.m. – 12:00 p.m.

Board Room

To: Cabinet, Archives
From: Erin Bishop
Subject: Minutes of May 5, 2024

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

Members Absent: Labadie

Guests: Allison Moore, Ollie Barnes, Amy Reynolds

1. The April 2, 2024 Meeting minutes were approved as presented
2. Aaron Hillard, Ollie Barnes, Allison Moore, and Amy Reynolds presented a proposal for the required training schedule
3. The group reviewed and approved the following CMOP and related procedures:
 - a. CMOP 5050 Social Media
4. Aaron Snead Provided an update to the IT master plan and cybersecurity plan
5. Alisha Siebers and Brian Lueth provided an update on Kalamazoo Valley Community College Foundation & Marketing Strategic Plan Update and BP 409 Foundation Financial Report
6. Aaron Hilliard provided a proposal for a flex-time policy for the group to review
7. Dr. Washington brought forward information and led a discussion on the new Michigan postsecondary data inventory collection (MPDI) for 2023-24
8. The group discussed the college's Public Health Response and Security & Safety
9. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - i. Goal 1 – Foster continued growth of underrepresented backgrounds in the presence of faculty and staff

1. Sub Goal- Increase collaborations with identified communities by at least 10 collaborative events a year
 - a. Trice is gathering names of community partnerships for events we have had over the last year

b. Travel Authorizations

1. Billy Reynolds to attend MLAD (Michigan liberal arts deans) conference in Petoskey, MI from June 13-14, 2024
2. Ana Abendschein to attend the MIACADA annual conference in Marquette, MI on May 17, 2024
3. Miranda McDowell to attend the Student Life Association of Michigan community colleges high-impact programming drive-in conference in Harrison, MI from June 24-26, 2024
4. Rosie Florian and Josh Bartz attended the Making it in Michigan conference in Lansing, MI on April 24, 2024
5. Christy Kincaid to attend the Association of Midwest Museums (AAM) conference in Columbus, OH from July 31- August 3, 2024
6. Grace Gardziella attended the 2024 Michigan Museums Association awards conference in Rochester Hills, MI on April 25, 2024
7. Amy Brandt and Ashley Bergkamp to attend the MiALA Annual Conference in Kalamazoo, MI from May 15-17, 2024
8. Kate Miller to attend the Michigan College Access Network (MCAN) educated Workforce Summit in Lansing, MI on May 17, 2024
9. Rachel Bair attended the Investing in America Prosperity Meeting in Williamston, MI on April 26, 2024
10. Kate Miller and Maddie Isch to attend the Michigan Manufacturer's Association conference in Kalamazoo, MI on May 21, 2024
11. Sarah Hubbel to attend the MSFAA conference in Grand Rapids, MI from May 19-21, 2024
12. Russ Barnes to attend the MiALA Annual Conference in Kalamazoo, MI on May 16, 2024
13. Sara Tanis to attend Cultivate 2024 in Columbus, OH from July 13-16, 2024
14. Paige Eagan and Nkenge Bergan to attend the MCCSSA Vice Presidents and Deans Summer conference in Thompsonville, MI from June 4-7, 2024
15. Sarah Hubbell to attend MACRAO in Grand Rapids, MI from June 11-12, 2024
16. Rebecca Craft and Michelle DeMeritt to attend the Gallagher Leadership Conference in Grand Rapids, MI on May 14, 2024
17. Staff and Administrator Fund Approved Activities
 - a. Ollie Barnes to attend the Association for Talent Development International Conference in New Orleans, LA from May 19 - 22, 2024
 - b. Ana Abendschein to attend Michigan Academic Advising Association (MIACADA) Annual Conference in Marquette, MI, on May 17, 2024

- c. Grants Update (Tracy Labadie)
 - i. No Updates

- d. Institutional Review Board Update (Tracy Labadie)
 - i. IRB approval for the research project titled Faculty Teaching Experiences at a Community College with Non-traditional Allied Health Students was granted to Nikki Kyle on April 16, 2024. The host institution for this research is The University of Indianapolis. As per the approved research project, the college will distribute a Google Form to allied health faculty with the potential for a follow-up interview on teaching practices for non-traditional allied health students.
 - ii. IRB approval for the research project titled Validation of the Disability Identity Development Scale (DIDS) Among Disabled Student Veterans in Higher Education was granted to Christopher (Michael) Johnson on April 4, 2024. The host institution for this research is The University of Houston. As per the approved research project, currently enrolled, self-identified veteran students will be sent an electronic survey. Participation is fully voluntary.

- e. Personnel Updates as of April 30, .2024

Hires

Rachel Colingsworth, Associate Director of Financial Aid, effective 4-1-24

Fernando Gonzalez, Retention and Completion Coach - Health Careers, effective 4-1-24

Bailey Glass-Copper, Community Culinary and Nutrition Program Support Specialist, effective 4-4-24

Stefanie Kingseed, Events Coordinator, effective 4-16-24

Amie McPharlin, Retention and Completion Coach - Immigrant Students, effective 4-22-24

Resignations

Scott Taylor, Maintenance Technician, effective 4-12-24

Carey Stolsonburg, Office Manager, effective 4-26-24

Heather Lehman, Museum Interpreter, effective 5-16-24

Transfers

Jennifer Higby, from PT Academy Instructor to Associate Director of Law Enforcement Training Academy, effective 5-1-24

Sarah Cyr, from Senior Office Specialist to Academic Records Manager, effective 5-1-24

Change in Classification

Michele McGowen, Access & Accommodation Liaison, effective 3-1-24

FT Currently Posted/Active Positions

Recruitment and Outreach Coordinator
Dental Hygiene Instructor
Security Officer
Director of Financial Aid
Youth Pipeline & Dual Enrollment Coordinator
Financial Aid Advisor
Instructional Manager
Director of Facilities & Construction Management Services
Instructional Designer
Financial Aid Analyst

Position Justification Forms

Bookstore Clerk
Museum Interpreter

10. Announcements/Updates

- a. Get it done event dates
 - i. TTC July 30, 2024
 - ii. AWH August 7, 2024
- b. Cabinet meeting at other Campuses
 - i. The June 18th meeting will be held at CAH in room 223
 - ii. The October 1st meeting will be held at the Groves in room A1060
 - iii. The November 5th meeting will be held at CNM in room 065
- c. Finance is working on updating the functionality of Banner Self-Service
 - i. More communication to come
- d. Law enforcement graduation on Thursday, May 9, 2024
- e. Fall Summit committee is calling for session proposals
 - i. Please encourage your team to sign up
 - ii. Representatives from the college will attend the Kalamazoo Public Schools graduation ceremonies to provide certificates stating acceptance at KVCC for each KPS student.
- f. A small task force will be created to work on streamlining the application process for students.
- g. Ned Foskey poets and fiction writers event in conjunction with Art Hop was held on May 3, 2024
- h. New Title IX legislation has been released and goes into effect on August 1. Updated training is being developed.