

CABINET MEETING MINUTES

June 4, 2024, at 8:00 a.m. – 12:00 p.m.

Board Room

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

Guests: Allison Moore, Evan Pauken

1. The May 7, 2024 Meeting minutes were approved as presented
2. Evan Pauken presented an update on the Strategic Enrollment and Retention Plan.
3. The group reviewed and approved CMOP 4090 Weapons and Facsimile Weapons Restriction
4. The group discussed options to streamline the student application process at enrollment events.
5. Aaron Snead led a discussion about potential changes to the student laptop loaner program.
6. Aaron Snead led a discussion about a proposed software purchase procedure.
7. Dannie Alexander shared updates on work to upgrade safety systems at AWH and installations at the new School of Cosmetology & Barbering. The college will begin doing Area Leader training this summer. Will begin a review of signage to update for the Fall.
8. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
Continuing to review and update the DEI Strategic Plan and metrics.
 - b. Grants Update (Tracy Labadie)

MDARD Farm Innovation Grant – Climate Smart Practices - \$296,500 two-year grant

Kalamazoo Valley has been awarded the Michigan Department of Agriculture and Rural Development (MDARD) Farm Innovation Grant focused on Climate Smart Practices. The project will be focused on establishing an applied research program within the operations of the Food Innovation Center to track real data on costs, labor and outputs of different growing systems and technologies. The end goal will be to produce a report and/or curriculum for small- and mid-size growers. Rachel Bair is the project coordinator and the grant period will run from May 10, 2024 through April 30, 2026.

MDHHS Emergency Medical Service Workforce Support Grant - \$249,400 one-year grant

Kalamazoo Valley has submitted an application for the MDHHS EMS Workforce Support Grant. This grant would allow the college to continue the support provided under the current 2024 grant, which allows the college to provide financial support to EMS and Paramedic students for all costs associated with attending classes, including tuition, fees, supplies, uniforms, transportation and childcare costs. Dan Benard is the project coordinator and if awarded, the grant will run from October 1, 2024 through September 30, 2025.

Department of Education TRIO Student Support Services Grant – Potentially \$272,000 per year for 5 years

Kalamazoo Valley will be applying for the TRIO Student Support Services grant. The purpose of this Department of Education grant is to increase the number of disadvantaged students, including low-income college students, first-generation students and college students with disabilities, who successfully complete a program of study at the postsecondary level. The grant application is due July 15, 2024.

c. Institutional Review Board Update (Tracy Labadie)

- i. No updates were provided.

d. Travel Authorizations

1. Lois Baldwin and Michelle Swanson attended MiAHEAD Conference in Grand Rapids, MI on May 17, 2024
2. Renee Martin attended the Michigan Community College Human Resources Association (MCCHRA) Conference in Livonia, MI on May 8 - 10, 2024
3. Jeremy Breeding attended the EnergyCap Catalyst Conference in Denver, CO on May 14 - 16, 2024
4. Bob Bechtel and Jason Kovacs to attend the Oracle CloudWorld conference in Las Vegas, NV on September 9 - 12, 2024
5. Joel Larson to attend the 2024 ISAC Annual Meeting in Orlando, FL on June 23 – 26, 2024
6. Dan Mondoux attended the Association for Institutional Research (AIR) Annual Conference in Denver, CO on May 28 – 31, 2024.

Staff and Administrator Fund Approved Activity:

LaJoyce Brooks to attend Michigan Educators Apprenticeship & Training Association (MEATA) Conference in Traverse City, MI on May 21 - 23, 2024

e. Personnel Updates as of May 28, 2024

Hires

Maryanne Cox, Recruitment and Outreach Coordinator, effective 6-3-24

David Zokvic, Instructional Designer, effective 5-23-24

Resignation

Tristen Shimel, Utility Maintenance Specialist, effective 5-30-24

Retirements

Dawn Kemp, Marketing Projects Manager, effective 10-15-24

Jagat Talwar, Mathematics Faculty, effective 8-15-24

Stephen Louisell, Psychology Faculty, effective 8-15-24

Transfers

Tiffany Kuriata, from Administrative Assistant to Youth Pipeline & Dual Enrollment Coordinator, effective 5-15-24

Michael Sanford, from part-time to full-time Security Officer, effective 5-12-24

FT Currently Posted/Active Positions

Dental Hygiene Instructor

Director of Financial Aid

Financial Aid Advisor

Museum Interpreter

Instructional Manager

Director of Facilities & Construction Management Services

Financial Aid Analyst

Senior Office Specialist – Cosmetology & Barbering

Public Safety Officer

Early Learning Programs Coordinator

Administrative Assistant

Position Justification Forms

Food Hub Lab Assistant

Food Hub Flex Technician

Administrative Assistant - Paraprofessional

Administrative Assistant

9. Announcements/Updates

- a. Get It Done event dates are scheduled for July 30, 2024 at the TTC and August 7, 2024 at AWH.
- b. Reminder to be mindful of fiscal year end deadlines.
- c. The college has signed an MOU to partner with Koinadugu College located in Kabala Koinadugu District, Sierra Leone for cross-cultural opportunities.
- d. The annual Alumni Art Show is June 7, 2024 at the Arcus Gallery.