

CABINET MEETING MINUTES

June 18, 2024, at 8:00 a.m. – 12:00 p.m.

Culinary & Allied Health Building Room 223

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

Excused: Alexander, Reynolds, and Snead

Guests: Allison Boerema, Allison Moore, Malin (Mei-Mei) Nordmoc, and Brett Seybert (Ellucian Grant Services)

1. The June 4, 2024 Meeting minutes were approved as presented
2. Tracy Labadie and Brett Seybert from Ellucian Grant Services presented a Grant Funding Roadmap and Priority Grants Calendar for Cabinet review and consideration.
3. The group reviewed and approved unanimously CMOP 0500 Development and Revision of CMOPs, waiving a second reading for the updates.
4. The group reviewed and unanimously approved a new grants Subrecipient Procedure.
5. Allison Boerema, Mark Dunneback and Paige Eagan facilitated a discussion around the School of Cosmetology and Barbering Communication Strategy.
6. The group discussed how the rotation of Cabinet member presence at the downtown campuses is going.
7. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
No update
 - b. Grants Update (Tracy Labadie)

Mi Dept of LEO Sixty by 30 Quick Start Grant - \$75,000 One Time Grant

Kalamazoo Valley has been awarded the Michigan Department of Lifelong Education, Advancement and Potential (LEO) Sixty by 30 Quick Start Grant. The college will use these funds to begin the foundational work to transform the course scheduling process to be

student-focused and algorithm-based. The grant will provide the resources needed for the college to engage with Achieving the Dream and the Association for College and University Educators to provide experienced guidance and professional development for faculty and staff to prepare the institution for this culture-shift in operations. Funds will also be used to purchase Ad Astra Software modules needed to support algorithm-based scheduling.

Paige Eagan is the project coordinator and the grant period will run from July 1, 2024 through September 30, 2024.

MDARD Resilient Food Systems Infrastructure Equipment Grant - \$95,600 one-time grant

Kalamazoo Valley has submitted an application for the Michigan Department of Agriculture and Rural Development (MDARD) Food Systems Infrastructure Equipment Grant. If awarded, the funds will be used to purchase new carrot cutting equipment for ValleyHUB.

Rachel Bair is the project coordinator.

c. Institutional Review Board Update (Tracy Labadie)

- i. No updates were provided.

d. Travel Authorizations

1. Aaron Ross to attend the World Brewing Congress in Minneapolis, MN on August 17 – 20, 2024.
2. Kristi Tullis to attend the Biennial Conference on Chemical Education (BCCE) in Lexington, KY on July 28 – August 1, 2024.
3. Nathan Brindley to attend EVPro+ Level 1 Electric Vehicle Training in University Center, MI on June 25 – 27, 2024. His attendance is funded by the NEVTEX Grant.
4. Nathan Brindley and Brian Murray to attend EVPro+ Level 2 Electric Vehicle Training in Portland, OR on July 23 – 26, 2024. Their attendance is funded by the NEVTEX Grant.
5. Rostam Ahmad Daud to attend GrrCON a cybersecurity conference in Grand Rapids Michigan on September 26 – 27, 2024.
6. Jason Ramsey to attend the Annual American Association of Respiratory Care Summer Forum in Snowbird, UT on July 14 – 16, 2024.
7. Alisha Siebers to attend the American Marketing Association 2024 Symposium for Marketing of Higher Education in Las Vegas, NV on November 10 – 13, 2024.
8. Sara Herrmann to attend the MCCBOA Summer Conference at Boyne Highlands on July 24 – 26, 2024.

9. Brian Lueth to attend the NACUBO Annual Meeting in Chicago, IL on July 19 – 23, 2024. His travel will be funded by the NACUBO Grant.

e. Personnel Updates as of June 12, 2024

Hires

Hannah Higgins, Instructional Manager, effective 6-5-24

Retirement

Tom Sutton, Director of Wind & Technical Services, effective 6-28-24

Resignations

DeMecia Russell, Human Resources Generalist, effective 6-5-24

Nicole Cheadle, Public Safety Officer, effective 6-6-24

FT Currently Posted/Active Positions

Dental Hygiene Instructor

Director of Financial Aid

Financial Aid Advisor

Museum Interpreter

Director of Facilities & Construction Management Services

Financial Aid Analyst

Senior Office Specialist – Cosmetology & Barbering

Public Safety Officer

Early Learning Programs Coordinator

Administrative Assistant

Director for Recruitment & Outreach

Human Resources Generalist

Senior Office Specialist - ARR

Position Justification Forms

Utility Maintenance Specialist

Printing Services ParaPro

Senior Office Specialist - ARR

Director for Recruitment & Outreach

Marketing Projects Manager

Assistant Softball Coach

Human Resources Generalist

Lead Designer

8. Announcements/Updates

- a. DiversiTEA will be on June 26, 2024 at the Texas Township Campus.
- b. Reminder the fiscal year end is June 30, please be mindful of year end deadlines.
- c. Conversations continue to relaunch the strengths program at the college.
- d. The college will be hosting two Promise Scholar Interns this summer.
- e. The new swag order process is working well.
- f. Updated grant process documentation and form will be coming soon.