

CABINET MEETING MINUTES

July 16, 2024, at 8:00 a.m. – 12:00 p.m.

TTC Boardroom

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

Excused: Snead

Guests: Allison Moore

1. The June 18, 2024 meeting minutes were approved as presented
2. The group reviewed CMOP 3080 Children and Minors on Campus for the first time read through and it will be brought forward for a second review at a future meeting
3. Dannie Alexander provided an update on Title IX policy, procedure, and training
4. The group discussed sponsorship and event participation for the college. A process will be brought to the cabinet for review
5. Paige Eagan led a discussion on the creation of a Grant Taskforce whose work will be focused on collaborative pursuit and implementation of state grants
6. The group discussed the college's public health response and security & safety activity
7. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - i. Met with HR to do an assessment on Bias in the Search Committee training
 1. feel there is still value in the training
 2. will make it required bi-annually for all employees to get a refresher
 3. will be working with HR to update the training, as needed.
 - b. Grants Update (Tracy Labadie)
 - i. Award
 1. USDA Lake Michigan School Food System SPARK grant - awarded \$69,839 one-year grant

Kalamazoo Valley received the USDA Lake Michigan School Food System SPARK grant. The funding will be used to establish programming to promote systems-level change of the school food system and marketplace, such as scaling up of programs, regional partnerships, or new program or product development and integration. The grant will begin August 1, 2024 and will run through August 31, 2025. Rachel Bair is the project lead.

c. Institutional Review Board Update (Tracy Labadie)

- i. None at this time

d. Travel Authorizations

1. Apryl Scheffler-Martin to attend the MIACADA Board Meeting in Lansing, MI on July 8, 2024.
2. Aristeia Williams, Rachel Colingsworth, Jessica Lutz, and Jordan Overmyer attended the NASFAA National Conference in Milwaukee, WI on June 16 – 19, 2024. (All expenses are funded by Michigan Reconnect Expansion grant funds.)
3. Erin Dominianni and Aaron Williams will be participating in the 2024 – 2025 MCCA Leadership Academy which will begin in September 2024 and end in September 2025.
4. Tracy Labadie and Erin Bishop to attend the NAPAHE Annual Conference in Washington, DC from January 23-25, 2025
5. Staff and Administrator Fund Approved Activities:
 - a. LaJoyce Brooks, Partnership to Advance Youth Apprenticeship (PAYA) Conference in Dallas, TX July 15-17, 2024

e. Personnel Updates as of July 10, 2024

Hires

Emily Powell, Museum Interpreter, effective 7-1-24

Jeffrey Lillard, Custodian, effective 7-2-24

Zoie Vanderbush, Senior Office Specialist – Cosmetology & Barbering, effective 7-8-24

Transfers

Jordan Overmyer, from Student Financial Services Representative to Financial Aid Advisor, effective 6-17-24

Chrissia Linders, from Student Financial Services Representative to Financial Aid Analyst, effective 7-1-24

Ryan Kennedy, from Office Specialist to Senior Office Specialist – ARR, effective 7-1-24

Resignations

Mike Gilman, Utility Maintenance Specialist, effective 7-5-24

Evan Pauken, Director of Institutional Effectiveness, effective 8-9-24

FT Currently Posted/Active Positions

Dental Hygiene Instructor

Director of Financial Aid

Director of Facilities & Construction Management Services

Public Safety Officer

Early Learning Programs Coordinator

Administrative Assistant

Administrative Assistant - HR

Director for Recruitment & Outreach

Student Financial Services Representative

Director of Energy & Technical Career Training Programs

Lead Designer

Utility Maintenance Specialist

Position Justification Forms

Farm Lab Assistant

Assistant Director of Student Retention & Completion

Assistant Director of Institutional Research

8. Announcements and Updates
 - a. Dr. Washington provided an update on the State of Michigan's new Community College guarantee
 - b. The next session for 'Diversitea: Lunch and Learn' is on Wednesday, July 23, 2024
 - c. MCCA's affinity group for DEI is planning a state-wide conference in March 2025
 - i. More information to come
 - d. The DEI department is revisiting a land acknowledgment for local Native American Communities
 - e. Marketing is moving forward with the 2024/2025 promotional items order requests
 - f. Cosmetology and Barbering
 - i. The first round of offers for slots in the Cosmetology and Barbering programs have been sent out
 - g. MCCA Student Success Summit
 - i. Held September 26-27, 2024 in Lansing, MI
 - ii. Please review who you would like to send from your department and get those names to Erin Bishop