

CABINET MEETING MINUTES

August 20, 2024, at 8:00 a.m. – 12:00 p.m.

TTC Board Room

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

Excused: Eagan, Snead, Reynolds

Guests: Erin Bishop, Allison Moore

1. The July 16, 2024 meeting minutes were approved as presented
2. The group reviewed and approved the following procedure updates:
 - a. Faculty Qualifications – Approved as presented
 - b. Committees- Approved as presented
3. Nkenge Bergan and Aaron Hilliard provided an update on the Strengths Finder program roll-out. The group did a second review of the proposed roll-out plan and it was approved as presented.
4. The group discussed and approved the proposal of the college to switch to a six-digit code for Microsoft multi-factor authentication
5. The Group discussed updates to the college's records retention process
6. Tracy Labadie provided an update on FOIA
7. The group discussed the college's security & safety activity
8. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - i. Gathering representation within the college for discussions on programming for Hispanic/Latinx History Month
 - ii. Currently reviewing programming for the rest of the year
 - b. Grants Update (Tracy Labadie)
 - i. Applications

1. Kalamazoo County Make MI Home Program – in partnership with Southwest Michigan First, Kalamazoo County, Kalamazoo College and Western Michigan University - \$300,000 two-year grant
 - a. Funding will be used to offer a housing stipend for graduates of Kalamazoo Valley, Kalamazoo College or Western Michigan University who attended from out-of-state with the goal of retaining talent in Kalamazoo County. Additionally, participants in the program will be connected with a Kalamazoo Community Ambassador and free passes to area amenities, such as local theaters, Gilmore Car Museum, Kalamazoo Institute of Arts and the Air Zoo. Kalamazoo County will be the fiduciary of the grant if it is awarded.
2. MiLEAP Sixty by 30 Barrier Removal Direct to Students Grant – One time grant of \$137,352
 - a. Funding will be used to provide direct financial assistance to support students that are identified as low-income or fall within the ALICE population. Funding may be used for identified needs such as transportation, housing, child care, food, basic needs and educational supplies or equipment. Students will complete an in-take assessment modeled after the Perkins Special Populations intake process.
 - b. Rachel Colingsworth and Denise Lindsley will be the co-leads for this project.
3. MiLEAP Sixty by 30 Barrier Removal Growing Institutional Capacity Grant - \$400,000 four-year grant
 - a. Funding will be used to create a “resource center” called the KV Circle Center. This resource center will offer free pantry items to students such as food, personal hygiene, diapers, formula, and basic household items. The resource center will also provide space for community partners to hold office hours to meet with and support students with long-term planning and solutions to address food insecurity, mental health, financial planning, transportation, housing, childcare, etc. Funding will also be used to purchase the Single Stop software product allowing for students to identify statewide and national resources available to them.
 - b. Nkenge Bergan and Paige Eagan will be the co-leads for this project.

ii. Award

1. Denso North America Foundation Grant - \$100,000 two-year grant
 - a. Funding will be used to purchase equipment and develop curriculum to implement Industrial Internet of Things programs in the technical trade areas of industrial maintenance, industrial electricity and industrial HVAC.
 - b. Mark Dunneback is the project lead.

- c. Institutional Review Board Update (Tracy Labadie)
 - i. No update
- d. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. Representatives from the college visited Grand Rapids Community College as well as Ferris State University facilities
 - ii. Moving forward in the next steps of planning and looking for an architect
 - iii. There will be a Summit presentation given on the project
 - iv. Alisha Siebers provided an update on the fundraising and marketing campaigns
- e. Travel Authorizations
 - 1. Bill Kring attended the 17th Annual Haas H Tech in Minneapolis, MN from July 21-25, 2024
 - 2. Allison Moore to attend the Council on Accreditation for Two-Year Colleges (CYTAC) in Livonia, MI from September 22-24, 2024
 - 3. Bob Bechtal and Michelle Schultz to attend the IBI summit in Chicago, IL on August 6, 2024
 - 4. Elizabeth Brandon to attend the National College Attainment Network (NCAN) conference in Anaheim, CA from September 15-18, 2024
 - 5. Sean Gordon to attend the Michigan Association of Campus Law Enforcement Administrator 2024 Conference in Dearborn MI on September 26, 2024
 - 6. Alecia Cross, Olivia Ford, Grace Gardziella, Regina Gorham, Shelby Guarino, Carol Guerrero, Sabrina Hirsch, Christy Kincaid, Lexie Kobb, Anna Koenig, Bill McElhone, Megan Osetek, Emily Powell, Chris Sanford, and Stephanie Willoughby to attend the Michigan Museum Association's Annual Conference in Kalamazoo, MI from October 21-23, 2024
 - 7. Heidi Parmelee to attend the CMU Community College Advisor event in Mt. Pleasant, MI on September 13, 2024
 - 8. Denise Lindsley attended the Annual Data Workshop (MCCDEC/MCCCARE) in Lansing, MI on August 6, 2024
- f. Personnel Updates as of 8.14.24

Hires

Shannon May, Administrative Assistant, effective 8-1-24

Amber McCarty, Dental Hygiene Instructor, effective 8-28-24

Transfer

Sabrina Hirsch from part-time to full-time Early Learning Programs Coordinator, effective 8-6-24

Mark Dunneback from Instructional Dean to Associate Vice President for Workforce & Community Innovation/Instructional Dean effective 8-1-24
Annette Chapman from KVCC Foundation Officer to KVCC Foundation Officer & Grant Coordinator, effective 6-1-24

Resignations

Franki Hand, Library Services Supervisor, effective 8-16-24
Josh Bartz, Food Hub Outreach and Communications Coordinator, effective 8-16-24
Patrick Burnham, Public Safety Officer, effective 7-19-24

FT Currently Posted/Active Positions

Director of Financial Aid
Director of Facilities & Construction Management Services
Public Safety Officer
Administrative Assistant - HR
Director for Recruitment & Outreach
Student Financial Services Representative
Director of Energy & Technical Career Training Programs
Lead Designer
Utility Maintenance Specialist
Athletic Trainer
Food & Beverage Coordinator
Marketing Project Manager
Assistant Director of Institutional Research
Assistant Director of Student Retention & Completion
Welding Instructor
Assistant Dean of Academics & Compliance
Recruitment & Outreach Coordinator
Maintenance Specialist
Assistant Dean of Student Development Services/Special Programs
Office Specialist – Admissions
Athletic Trainer
Maintenance Supervisor

Position Justification Forms

Developer
Senior Developer
Library Aid
Recruitment & Outreach Coordinator
Welding Instructor

2. Announcements and Updates
 - a. Title IV training will be available on August 29th, 2024 for staff and faculty

3. The MCCA Student Success Summit will be in East Lansing, MI from September 26-27, 2024
4. The Opportunities for Education event will be held on September 26th, 2024