

## CABINET MEETING MINUTES

September 17, at 8:00 a.m. – 12:00 p.m.

### Board Room

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

**Excused:** Eagan, Labadie, Snead

**Guests:** Erin Bishop

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1. The July 16, 2024 meeting minutes were approved as presented
2. Nkenge Bergan presented the fall calendar of student events
3. Alisha Siebers presented an update to the sponsorship request process
4. The group discussed the college's public health response and security & safety activity
5. Standing Items:
  - a. DEI Strategic Plan Update (Trice Batson)
    - i. None at this time
  - b. Grants Update (Tracy Labadie)
    - i. None at this time
  - c. Institutional Review Board Update (Tracy Labadie)
    - i. None at this time
  - d. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
    - i. The Group discussed what the Cabinet can do to support the project at this time
  - e. Travel Authorizations
    1. Russell Panico to attend the Fall 2024 NJCAA Region 12 Athletic Director's Meeting in Perrysburg, OH from September 23-24, 2024
    2. Cheryl Almeda to attend the National Council Teachers of English Conference in Boston, MA from November 21-24, 2024
    3. Aaron Snead to attend the Educause Conference in San Antonio, TX from October 21-24, 2024

4. Mackenzie Flood, Anna Oppedisano, Samantha Gorenchan, Alexander Taylor and Gavin Henry to attend the PTK Leadership Conference in Maple City, MI from September 20-22, 2024
5. Aaron Williams to attend the NACADA conference in Pittsburgh, PA from October 27-30, 2024
6. Carol Guererro, Chris Sanborn, and Steve Crawford to attend the Grand Rapids Public Museum's Planetarium presentation in Grand Rapids, MI on September 17, 2024
7. Nkenge Bergan and Miranda McDowell to attend the MCCSSA Fall Conference in Petoskey, MI from October 2-4, 2024
8. Denise Lindsley to attend the College Autism Summit in Columbus, OH from October 13-16, 2024
9. Mary Cox to attend the Association of International Enrollment Management in Bellevue, WA from December 4-7, 2024
10. Lisa Winch, Shelley DeLeeuw, Amy Longcore, Any Young, Dan Stevens, Chris Cockerel, Jon Stasiuk, Michael Roty, Daniel Cunningham, and Nicole McClure to attend the MichMATYC Annual Conference in Grand Rapids, MI on October 5, 2024
11. Rebecca Craft, Renee Martin and Michelle DeMeritt to attend the MCCHRA Fall Conference in Harbor Springs, MI from October 8-11, 2024
12. Rachel Bair to attend the Healthy Meals Incentive Conference in Las Vegas, NV from October 21-23, 2024
13. Tonya Wolfe to attend the Great Lakes Association of College Stores Fall Conference in Huron, Ohio from October 28-30, 2024
14. Staff and Administrator Fund Approved Activities
  - a. Billy Reynolds and Kevin Dockerty to attend National Collegiate Honors Conference in Kansas City, MO, October 30 – November 2, 2024
  - b. Andrietta Gatson to attend National Youth Apprenticeship Summit in Indianapolis, IN, September 17-19, 2024

f. Personnel Updates as of September 11, 2024

New Hires

Cory Verdon, Lead Designer, effective 8-19-24

Patrick Nelson, Director of Facilities & Construction Management Services, effective 8-19-24

John Nieboer, Welding Instructor, effective 10-1-24

Valerie Bustillos, Director of Financial Aid, effective 10-1-24

Kristen Dame, Administrative Assistant – HR, effective 9-18-24

Michael Hopson, Public Safety Officer, effective 9-4-24

Transfer

Ian Salo, from Instructional Manager to Director of Energy & Technical Career Training Programs, effective 9-1-24

Benjamin Herbert from Academic & Career Pathway Advisor to Assistant Director of Student Retention & Completion, effective 9-16-24

Charles Heidelberg, from Veteran Services Coordinator/Academic & Career Pathway Advisor to Director for Recruitment & Outreach, effective 9-1-24

Louis Thomas from Director of KVAAP to Assistant Dean of Student Development Services/Special Programs, effective 9-16-24

#### Resignation

Bailey Cooper, Community Culinary & Nutrition Program Support Specialist, effective 9-20-24

Allison Moore, Assistant Dean of Academics & Compliance effective 9-27-24

Amie McPharlen, Immigrant Student Retention & Completion Coach 9-20-24

#### FT Currently Posted/Active Positions

Utility Maintenance Specialist

Food & Beverage Coordinator

Marketing Project Manager

Recruitment & Outreach Coordinator

Maintenance Specialist

Office Specialist – Admissions

Maintenance Supervisor

Recruitment Coordinator – KVAAP

Farm Innovation Applied Research Program Manager  
Developer

#### Position Justification Forms

Public Safety Officer

2. Announcements and Updates
  - a. Updates at this time