

CABINET MEETING MINUTES

October 1, at 8:00 a.m. – 12:00 p.m.

Groves A1060

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

Excused: Lueth

Guests: Erin Bishop

1. The September 17, 2024 Meeting minutes were approved as presented
2. Dannie Alexander provided an update on the Facilities Master Plan, Board Policy 409 Report on facility usage & special events and Board Policy 412 Capital Planning, Prevention Maintenance, and ADA Analysis
3. Paige Eagan lead a group discussion on Generative AI
4. The group discussed internal position transfers and if/when there is an exception for starting on the 1st and 15th of a month
5. Tracy Labadie lead the committee membership review
6. The group discussed the Museum's Vision and Mission Statements
 - a. The Museum's Vision and Mission Statement were approved as presented
7. Dr. Washington lead a discussion on the Kalamazoo Promise
8. The group discussed the college's security and safety activity
9. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - i. The DEI office is beginning conversations on weaponizing/ethical use of student data
 - ii. Dr. Washington, Trice Batson, and Nkenge Bergan will meet to start discussion for the 2025 MLK community planning committee
 - b. Grants Update (Tracy Labadie)
 - i. Awards

1. 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.

 2. MDHHS Emergency Medical Services Workforce Diversified 2025 Grant - \$150,000 one-year grant
 - a. These grant funds will allow the paramedic students who started under the diversified workforce grant in September 2023 to continue through completion of the program in August 2025. These funds will be used to cover tuition and fees and will allow for stipends for students to cover the cost of all academic materials and supplementary fees associated with completing their prerequisite coursework, including textbooks, uniforms, testing costs, physical exam and immunization fees, travel, meals and childcare.
 - b. Dan Benard is the program coordinator.
- ii. Decision – grant application declined for funding
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.

- c. Institutional Review Board Update (Tracy Labadie)
 - i. IRB approval for the research project titled *Diagnosing Conceptual Understanding and Measuring Conceptual Change for the ENSO Phenomena Among Undergraduate Students* was granted to Queen Roach, part-time Kalamazoo Valley faculty, on August 30, 2024. The host institution for this research is Western Michigan University. As per the approved research project, voluntary participants will participate in a semi-structured interview to measure their understanding of El Nino Southern Oscillation (ENSO) phenomenon.

- d. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. The group discussed the most recent changes in the planning and timeline goals

- e. Travel Authorizations
 - i. Alisha Siebers to attend the 2024 AMA Symposium for the Marketing of Higher Education in Las Vegas, NV from November 11-13, 2024
 - ii. Sarah Hubbell, Kelly Sparrow, Chris Pruis and Philip Jonas to attend the Aspire Ad Astra Conference in Kansas City, MO from October 13-16, 2024
 - iii. Sarah Hubbell to attend the MACRAO Annual Conference in Frankenmuth, MI from November 15-17, 2024
 - iv. Cody Cook and Emily Powell to attend the Michigan Alliance for Cultural Accessibility (MACA) in Dearborn, MI on November 7, 2024
 - v. Steve Crawford to attend the Great Lakes Planetarium Association annual conference in Peoria, IL from October 22-26, 2024
 - vi. Alisha Siebers, Annette Chapman, Ben Herbert, Ana Abendschein, Erin Dominianni, Nkenge Bergan, Angela Marsh-Peek, Miranda McDowell, Aaron Williams, Mary Cox, Charles Heidelberg, Monteze Morales, Paige Eagan, Trice Batson, Nizora Haitova, Kevin Lavender Jr, Louis Thomas, Fernando Gonzalez, Billy Reynolds, Sarah Herrmann, Sarah Hubbell, and Anna Fontaine attended the MCCA Student Success Summit in East Lansing, MI on September 26-27, 2024
 - vii. Louis Thomas to attend the NCBA Leadership Development Institute in Windsor, CT from October 13-18, 2024
 - viii. Gail Fredericks to attend the ETOM Fall Conference in Grand Rapids, MI on November 1, 2024
 - ix. Rachel Bair to attend the Healthy Meals Summit in Las Vegas, NV from October 20-23, 2024
 - x. Marty Adams, Allison Boerema, Mark Dunneback, Paige Eagan, Chris Gearig, Monica Koning, Denise Lindsley, Lori Orr, and Bethann Talsma to attend the Trends Conference in Muskegon, MI from October 23-25, 2024
 - xi. Anna Koening to attend the 2024 National Docent Symposium in Atlanta, GA from November 14-17, 2024

xii. Becky Craft to attend MICRA conference – get from Aaron Hilliard

f. Personnel Updates as of September 24, 2024

Retirement

Ruth Baker, Student Financial Services Representative, effective 10-31-24

Resignation

Kelly Flinn, HVAC Technician, effective 9-27-24

Nayah Wiley, Health Careers Lab Coordinator, effective 10-18-24

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

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

Theater & Planetarium Technologist

Position Justification Forms

Marketing Coordinator

Theater & Planetarium Technologist

Assistant Director of KVAAP

Assistant Dean of Accreditation & Compliance

HVAC Technician

2. Announcements and Updates

- a. Recycling event scheduled for October 12, 2024
- b. Aaron Snead provided an update on the college's internet connection, digital storage, and spam filters
- c. A Higher Education Leadership Class will be visiting from Western Michigan University on October 8, 2024
- i. College Night will be held on October 7, 2024, from 5-6:30 pm
 1. We are expecting representation from over 80 other institutions to participate
- d. Gallup Strength Coaches are being identified and trained at this time
 1. Champions are still needed, please consider recommending someone as they can be from any department of the college

- e. There is now a councilor from Student Development Services full time at the Culinary and Allied Health Building
- f. Block Out the Stigma is an ongoing collaboration between the college and Gryphon Place about destigmatizing using 988 services
- g. Shuttle Service between campuses is now up and running
- h. KVCC's MI-Ace representatives are holding an event on November 7, a Panel highlighting women of achievement in collaboration with Western Michigan University and Kalamazoo College
- i. The Kalamazoo Refuge Film Festival will be held at the Stryker Theater at the Kalamazoo Valley Museum from October 11-13, 2024
- j. Braided Sweetgrass Community Book Discussion with KPL will be held at the Kalamazoo Valley Museum on November 2, 2024, at 1 pm
- k. Healing Grounds Through Regenerative Agriculture: A Moderated Conversation Between Practitioners and the Public will be held at the Kalamazoo Valley Museum on November 13, 2024, from 7-8 pm
- l. Neuro Diversity Workshop will be held on October 24, 2024
- m. Kellogg Community College will be hosting an event 'Kalamazoo Black Male Alliance, developing great male leadership' for Kalamazoo Public School Students on November 15, 2024, at KVCC's Groves Campus
- n. Fall Valley Advantage's cohort will begin on October 10 and will run through October 31, 2024
- o. The Michigan Community College Biologist will be holding their fall conference at KVCC's Texas Township Campus on October 11-12, 2024
- p. Visiting Writers Series: Robin Wall Kimmerer will be holding two events on the Texas Township Campus on November 6, 2024
- q. The Capital Campaign has received its first gift
- r. Cosmetology and Barbering students will start in the new building on Nov 17, 2024
- s. Paige Eagan provided an update from the Fraud Prevention Task Force
- t. KVCC will host a Technical Trades Expo on Nov 7, 2024, from 4-8 pm
- u. The Kalamazoo Valley Museum will host the 38th Chemistry Day on October 18, 2024