

CABINET MEETING MINUTES

November 5, at 8:00 a.m. – 12:00 p.m.

CNM 065

Members Present:	Alexander, Batson, Bergan, Dunneback, Eagan, Hilliard, Labadie, Lueth, Reynolds, Siebers, and Washington
Excused:	Snead
Guests:	Erin Bishop, Rebekah Kik (Assistant City Manager of Kalamazoo), Jim Ritsema (City Manager of Kalamazoo), Christina Anderson (Deputy Director/City Planner of Kalamazoo)

1. The October 1, 2024 meeting minutes were approved as presented
2. Paige Eagan provided an update on the instruction and student services update, BP- high school EFE & EMC report; BP- 405- transfer report; BP 403- access to academic support services; BP 404- graduate survey & completion rates
3. Christina Anderson, Kim Ritsema, and Rebekah Kik lead a discussion on the Imagine Kalamazoo project
4. Paige Eagan lead a discussion on AI
5. The group provided a committee membership review and it was approved with amendments
6. Tracy Labadie led a review of the proposed grant sub-recipient procedure it was approved as presented
7. The group discussed downtown cabinet coverage
8. The group discussed the college's security and safety
9. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - i. Work with Generation Hope to look at data to the equity focus
 - b. Grants Update (Tracy Labadie)
 - i. The application for the MiLEAP 60x30 barrier removal – growing institutional capacity grant was not approved for funding.

- c. Institutional Review Board Update (Tracy Labadie)
 - i. None at the time

- d. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. Working with the owner's rep and putting together RFPs
 - 1. Vetting anyone who has shown interest to make sure they meet the requirements

- e. Travel Authorizations
 - i. Bruce Panches to attend the National Communication Association Annual Convention in New Orleans, LA from November 21-24, 2024
 - ii. Kevin Dockerty attended the Michigan Political Science Association Conference in Saginaw, MI from October 17-18, 2024
 - iii. Fran Kubicek to attend the Midwest Institute's 2024 Conference, virtually from November 8-9, 2024
 - iv. Renea Peruski attended the MIRSA State Workshop in Grand Rapids, MI on October 17-18, 2024
 - v. Jeff Sobelewski, Conor Whitchurch, and Ryan Sink to attend the International PACK EXPO in Chicago, IL on November 5, 2024
 - vi. Amy Buskirk to attend the annual School Nutrition Association of Michigan conference to present on a panel with the Michigan Department of Education about the 10 cents a meal grant program in Traverse City, MI from November 7-9, 2024
 - vii. Michelle DeMeritt and Renee Martin attended the MCCHRA conference in Harbor Springs, MI from October 9-11, 2024
 - viii. Ben Herbert to attend the MCAN conference in Mount Pleasant, MI from November 6-7, 2024
 - ix. Earlene McMichael to attend the Marketing Association Higher Education Symposium in Las Vegas, NV from November 10-13, 2024
 - x. Christy Kincaid and Grace Gardziella to attend the 2024 Mid-Michigan Digital Practitioners Group meeting in Lansing, MI on November 14, 2024
 - xi. Madeline Isch and Andrietta Gaston to attend the Career Readiness Talent Pipeline Management Implementation Workshop in Mt. Pleasant, MI from November 7-8, 2024
 - xii. Trice Batson and Benjamin Donald (Student) attended the Men of Character Leadership Institute in Windsor, Connecticut from October 17-20, 2024
 - xiii. Ben Herbert to attend the Global Detroit Tapestry Event on November 14, 2024
 - xiv. Paige Eagan, Aaron Snead, Tracy Labadie, Gail Fredericks, Billy Reynolds, Mark Dunneback and Kevin Dockerty to attend the Unleashing AI's Potential for Community Colleges in Dallas, TX from November 14-15, 2024
 - xv. Staff and Administrator Fund Approved Activities

1. Sherry Postula attended the ASPIRE24 Ad Astra Conference in Kansas City, MO, October 14-16, 2024

f. Personnel Updates as of October 29, 2024

New Hires

Lauren Asher, Office Specialist – Admissions, effective 10-16-24
Kaylie Crowe, Marketing Project Manager, effective 10-16-24

Transfers

Demond Jackson from Promise Coordinator to Recruitment & Outreach Coordinator, effective 10-16-24
Haran Rajaguru from Analytics Specialist to Developer, effective 10-16-24

Retirement

Laurie Dykstra, Administrative Assistant, effective 1-31-25
Janice Fulford, Educational Professional – Sciences, effective 12-31-24

Resignation

Ollie Barnes, Employment & Training Manager, effective 10-4-24
Amie McPharlin, Immigrant Student Retention & Completion Coach, effective 9-20-24
Allison Boerema, Administrative Assistant, effective 10-31-24
Christine Orsolini, Culinary Storeroom Coordinator, effective 12-31-24

Separated

Laterrie Miller, Custodian, 9-25-24

Deceased

Jeffrey Lillard, Custodian, 9-19-24

FT Currently Posted/Active Positions

Utility Maintenance Specialist
Food & Beverage Coordinator
Maintenance Specialist
Maintenance Supervisor
Recruitment Coordinator – KVAAP
Farm Innovation Applied Research Program Manager
Theater & Planetarium Technologist
Director of Institutional Research
Academic & Career Pathway Advisor
Administrative Assistant – SDS
Student Financial Services Representative
Custodian
Public Safety Officer

Assistant Dean of Accreditation & Compliance
Program Coordinator – Public Service Program Academies
HVAC Technician

Position Justification Forms

Cosmetology Training Manager
Learning Center Evening Receptionist
Student Financial Services Representative
Custodian
Director of Institutional Research
Program Coordinator - Public Service Program Academies
Bookstore Clerk
Health Careers Lab Manager & Clinical Coordinator
Administrative Assistant - SDS
Academic & Career Pathway Advisor

2. Announcements and Updates

- a. The business office has sent out a memo to all budget administrators on the new electronic process for budget administration for this year
- b. Nkenge Bergan provided an update on the champions/strengths program
- c. Block Out the Stigma is an ongoing collaboration between the college and Gryphon Place about destigmatizing using 988 services
- d. Girls On the Run will be holding a panelist event on November 15, 2024
- e. Billy Reynolds provided an update on the latest cohort of Valley Advantage Band concert in the student commons at noon
- f. Visiting Writers Series: Robin Wall Kimmerer will be holding two events on the Texas Township Campus on November 6, 2024
- g. KVCC will host a Technical Trades Expo on Nov 7, 2024, from 4-8 pm
- 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