

CABINET MEETING MINUTES

December 3, 2024, at 8:00 a.m. – 12:00 p.m.

CAH Room 247

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

Excused: Hilliard

Guests: Erin Bishop

1. The November 19, 2024 meeting minutes were approved as presented
2. Paige Eagan provided updates on instruction and student services, Board Policy 403- Student Enrollment & Characteristics and Board Policy 406- Apprenticeship/Internship & Career Services
3. Paige Eagan led an AI discussion
4. Dannie Alexander provided an update on the college's security & safety activity
5. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - i. The MCCA DEI group is meeting to offer support across the state
 - ii. Research is being made into the changing landscape of DEI for planning
 - iii. Upcoming Webinar: Education for All and Some Tools for Leaders
 - 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. Dannie Alexander presented at the Capital Campaign meeting on November 26, 2024, and reported the RFP has gone out for architect design firm partners
 - ii. Interviews will be held on December 11, 2024
 - iii. Current goals are to have a construction manager by January and schematics to the state by May 1, 2025
 - e. Travel Authorizations

- i. Ben Bylsma, Sara Tanis, Beth Keith, Kara Smith, Pratumtip Maddux, Emily Demorest, Forest Gluys, Holly Hooper, Rosie Florian, Amy Buskirk, Jeff Sobolewski, and Connor Whitchurch to attend the 2025 Great Lakes Fruit and Vegetable Growers Expo in Grand Rapids, MI from December 10-12, 2024
- ii. Ethan Erbe (Student), Nate Warner (Student), Vishwajit Bharat Jadhav (Student), Evan Erbe (Student), Kennedy LaPlace (Student), Estrella Gallegos (Student), Leah Stout (Student) to attend the Cru Winter Conference in Indianapolis, IL from December 28, 2024- January 1, 2025

f. Personnel Updates as of November 26, 2024

Transfers

Angela Marsh-Peek from Director of Advising & Counseling to Assistant Dean of Accreditation & Compliance, effective 12-2-24

FT Currently Posted/Active Positions

Food & Beverage Coordinator
 Maintenance Specialist
 Theater & Planetarium Technologist
 Director of Institutional Research
 Academic & Career Pathway Advisor
 Student Financial Services Representative
 Program Coordinator – Public Service Program Academies
 HVAC Technician
 Assistant Director of Kalamazoo Valley Accelerated Associate Program
 Administrative Assistant - SDS
 Cosmetology Training Manager
 Health Careers Lab Manager & Clinical Coordinator
 Community Culinary & Nutrition Program Support Specialist
 Assistant Director of Library Access Services
 Assistant Director of Kalamazoo Promise Services
 Training & Development Coordinator

Position Justification Forms

Assistant Director of Kalamazoo Promise Services

2. Announcements and Updates

- a. IT updated on a network issue the college experienced and fishing safety
- b. The United Way will be holding a fundraising campaign on campus until December 13th, 2024
- c. The Academic Leadership Council recently held its elections. Susan Pearson is now the secretary, and Jim Ratliff is the faculty liaison
- d. Law Enforcement Academy's 98th graduation will be held on December 5, 2024 and is expecting to have 29 graduates

- e. The Kalamazoo Valley Campus Band will hold a concert on Wednesday, December 4, 2024, at 6:30 pm
- f. Spirit Day is scheduled from 11-2 pm on December 3 at the Center for New Media, December 4 at Anna Whitten Hall, and December 5 in the Texas Township Campus Cafeteria
- g. Gradfest is scheduled from 11-2 pm on December 4 at Anna Whitten Hall and December 5 in the Texas Township Campus Cafeteria
- h. Big Chill will be held January 14-15, 2024
- i. Facilities updated the group on the tree trimming along 8th St that has been completed as well as discussed future plans for planting new trees
- j. Extended programming has been added in the wellness and fitness center, additional step challenges to come after the holidays.
- k. Block Out the Stigma is an ongoing collaboration between the college and Gryphon Place about destigmatizing using 988 services
- l. Please remind your staff to prep their work areas for the time the campus will be closed in December.