

## **CABINET MEETING MINUTES**

**December 17, 2024, at 8:00 a.m. – 12:00 p.m.**

### **FIC Room 113**

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

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1. The December 3, 2024 meeting minutes were approved as presented.
2. Aaron Hilliard shared updates to the employee handbook.
3. Dannie Alexander provided updates on catering procedures and vetted vendors.
4. Paige Eagan led a review of the college's AI working statement.
5. Aaron Snead led a discussion on the planned One Drive migration.
6. Standing Items:
  - a. DEI Strategic Plan Update (Trice Batson)  
No updates
  - b. Grants Update (Tracy Labadie)  
No updates
  - c. Institutional Review Board Update (Tracy Labadie)  
No updates
  - d. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)  
Interviews for architect & engineering firms were held last week.  
An RFP for a construction firm will go out after the first of the year.
  - e. Travel Authorizations
    - i. Sarah Hubbell to attend the AACRAO Annual Conference and Pre-Conference Workshop in Seattle, WA from March 29-April 2, 2025
    - ii. Louis Thomas, Nkenge Bergan, Paige Eagan and Miranda McDowell to attend the Achieving the Dream Conference in Philadelphia, PA from February 18-22, 2025
  - f. Personnel Updates as of December 10, 2024

### New Hires

Daniel Warren, Cosmetology Training Manager, effective 1-6-25

### Transfers

Julie Perrine from part-time Nursing Clinician to Health Careers Lab Manager & Clinical Coordinator, effective 12-1-24

Julianne Pankow, from Student Financial Services Representative to Academic & Career Pathway Advisor, effective 12-1-24

Tyler Roemer, from Student Financial Services Representative to Academic & Career Pathway Advisor, 12-1-24

Jadon Hawkins, from Lab Assistant to Food & Beverage Coordinator, effective 12-16-24

Lisa Peet, from Senior Office Specialist to Student Financial Services Representative, 1-6-25

Cierra Pitts, from part-time to full-time Cosmetology Training Manager, effective 1-6-25

### Resignations

Jennifer Higby, Associate Director of Law Enforcement Training Academy, effective 12-18-24

Rachel Anderton, Patient Care Instructor, effective 1-30-24

### FT Currently Posted/Active Positions

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

Community Culinary & Nutrition Program Support Specialist

Assistant Director of Library Access Services

Assistant Director of Kalamazoo Promise Services

Training & Development Coordinator

Administrative Assistant

### Position Justification Forms

Instructional Manager

Senior Office Specialist

Administrative Assistant

Director of Advising & Counseling

2. Announcements and Updates

- No announcements or updates were shared