

CABINET MEETING MINUTES

January 7, 2025, at 8:00 a.m. – 12:00 p.m.

TTC Board Room

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

Members Absent:

1. The December 17, 2024 meeting minutes were approved as presented
 2. Trice Batson, Ka Kit Leng, and Aaron Snead provided updates and a demonstration on the used/chosen first name system
 3. The group reviewed and approved updates to CMOP 3100 Chosen First Name as presented
 4. Dr. Washington proposed campus summer hours for 2025 and this was approved as presented
 5. Aaron Hilliard provided updates on the Human Resources Plan and Board Policy 410- Classification Study Update & Professional
 6. Paige Eagan led a discussion on the college working AI statement
1. Dannie Alexander provided an update on the college's security & safety activity
 2. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - i. Planning is currently on hold during staffing adjustments
 - b. Grants Update (Tracy Labadie)
 - i. None at this time
 - c. Institutional Review Board Update (Tracy Labadie)
 - i. IRB approval for the research project titled *Evaluating the Impact of School Meal Programs on Diet Quality, Health Outcomes and School Performance* was granted to Kelly Gilbert, a graduate student from University of Michigan School of Nursing. As per the approved research project, voluntary participants will complete a semi-structured interview. No identifying information will be collected and responses will be coded to protect participant privacy.

- d. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. Held first business meetings with Architect
 - ii. RFP for construction manager out now
- e. Travel Authorizations
 - i. Gavin Henry, Mackenzie Flood (Student), and Alexander Taylor (Student) to attend the Phi Theta Kappa Annual Catalyst Conference in Kansas City, Missouri from April 2-6, 2025
 - ii. Chrissia Linders, Anita Gonzales, Aaron Snead, and Bob Bechtel to attend Ellucian Live 2025 in Orlando, FL from April 6-9, 2025
 - iii. Ben Bylsma, Beth Keith, and Sara Tanis to attend the Great Lakes Trade Expo in Grand Rapids, MI from January 21-23, 2025
 - iv. Staff and Administrator Fund Approved Activities
 - 1. Angela Marsh-Peek to attend the Higher Education Compliance Conference in Orlando, FL from June 2-4, 2025
- f. Personnel Updates as of December 10, 2024

Resignation

Lizzie Luchsinger, Program Coordinator, effective 12-31-24

FT Currently Posted/Active Positions

Director of Advising & Counseling

Custodian

Instructional Manager

Senior Office Specialist

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

Testing Center Proctor

Educational Professional - Sciences
Office for Student Access Specialist

2. Announcements and Updates
 - a. Business Office
 - i. Capital requests are due January 15, 2025
 - b. SDS
 - i. A smaller-scale pilot test of the KVCircle Center is in the beginning phases
 - ii. Big chill will be held January 14-15, 2025
 - c. Kalamazoo Valley's 2025 MLK Celebration will be held on January 30, 2025
 - d. The College Wide Winter Summit will be held Thursday, January 9, 2025
 - e. Kalamazoo Valley has applied to join the Achieving the Dream network