

CABINET MEETING MINUTES

April 1, 2025, at 8:00 a.m. – 12:00 p.m.

AWH Room 128

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

Members Absent: Hilliard, Lueth

1. The March 18, 2025, meeting minutes were approved as presented
2. Paige Eagan and Nkenge Bergan presented the Instruction and Student Services Update Part III and BP 404 & 406
3. Tracy Labadie led a discussion on the grant process and guidelines, and contract process and guidelines
4. Dannie Alexander led a review of the Rave text messages and email communications
5. Dannie Alexander provided an update on the college's security & safety activities
6. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - i. None at this time
 - 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. Moved to the phase of looking over renderings of interiors and exteriors and program/classroom placement
 - ii. Working out contracts with construction partners
 - e. Travel Authorizations
 - i. Nkenge Bergan and Paige Eagan to attend the MCCSSA Summer Retreat in Crystal Mountain, MI from June 4-6, 2025

- ii. Nkenge Bergan to attend Mid-Level Administrators Conference with NASPA in Salt Lake City, UT from June 19-21, 2025
- iii. Nkenge Bergan attended the MCCSSA conference in Clare County, MI, from March 13-14, 2025
- iv. Aubrey Rodgers, Elizabeth Ekema (student), McKenna Erickson (student), Aden Bajo (Student), Khadija Bodian (student), and Cassandra Tank (student) to attend the SCBWI-MI Spring Conference in Ann Arbor, MI on May 17, 2025
- v. Jessica Lutz, Chris Duchesneau and Jordan Overmyer to attend the MSDAA Annual Conference in Bellaire, MI from May 18-21, 2025
- vi. Valerie Bustillos and Rachel Colingsworth to attend the NASFAA Annual Conference in Anaheim, CA from June 24-27, 2025
- vii. Steve Crawford, Chris Sandford and Carol Guerrero to attend the GLPA (Great Lakes Planetarium Association meeting in Grand Rapids, MI on May 3, 2025
- viii. Jessica Lutz to attend the AVECO conference in St. Louis, MO from July 13-17, 2025
- ix. Staff and Administrator Fund Approved Activities
 - 1. Gabrielle Vernon and Allison Lay attended MCCSSA Spring Drive-In "Conflict to Connection" training in Mt. Pleasant, MI, on March 14, 2025

f. Personnel Updates as of March 25, 2025

New Hires

Lindsey Hart, Academic & Career Pathway Advisor, effective 3-17-25
 Kevin Tucker, Academic & Career Pathway Advisor, effective 3-17-25

Transfer

Andrew Rakowski, from PT Museum Aid to Interpreter, effective 3-17-25
 Jermaine Clark, from Custodian to Custodial Supervisor, effective 3-17-25
 John Garwood, from Public Safety Officer to PSO II, effective 3-17-25
 James Valliere, from Academic & Career Pathway Advisor to Director of Advising & Counseling, effective 4-1-25

Retirement

Renee Daudert, Systems Analyst/Developer, effective 6-30-25
 Caroline Whiting, English Faculty, effective 8-31-25

FT Currently Posted/Active Positions

Instructional Manager
 Senior Office Specialist
 Maintenance Specialist
 Patient Care Academy Instructor
 Foundation Officer
 Educational Professional – Sciences
 Academic Development & Instructional Technology Analyst

Theater & Planetarium Technician
Utility Maintenance Specialist
Senior Developer
Program Coordinator – Wind Technician Academy

Position Justification Forms

Associate Director of Medical Culinary & Evidence-Based Programs
CCN Kitchen Support Specialist

2. Announcements and Updates
 - a. Retirement Celebration April 22, 2025, 3:30-5 pm
 - b. Arbor Day Activity April 25, 2025 >blurb for this Friday focus
 - c. Essential trainings for onboarding new employees is currently under review
 - d. Masquerade Gala – social event
 - e. Respecting differences on April 9 9-10 or 1-3 at miller auditorium
 - f. Men's Basketball Banquet tonight
 - g. Federal Government Update