

CABINET MEETING MINUTES

May 6, 2025, at 8:00 a.m. – 12:00 p.m.

CNM 170

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

Members Absent:

Guests: Valerie Bustillos, Bill Gould-McElhone

1. The April 1, 2025, meeting minutes were approved as presented
2. Valerie Bustillos provided updates on the Financial Aid SAP Standards
3. Paige Eagan, Mark Dunneback, and Bill Gould-McElhone presented Workforce and Innovation; BP 404, 409 & 413
4. Tracy Labadie led a review of the grant handbook
5. Tracy Labadie led a review of the contract process
6. Dannie Alexander provided an update on the college's security & safety activities
7. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - i. Looking to fill a position
 - ii. Student Parent Taskforce working to create a survey on Thursday
 - iii. Spoke with Precious Miller – Fall Summit, speaking on Equity
 - b. Grants Update (Tracy Labadie)
 - i. Michigan College Re-Connect Grant
 - c. Institutional Review Board Update (Tracy Labadie)
 - i. None at this time
 - d. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. Delivered schematic of the design submitted to the state, waiting for response
 - ii. Dannie and Alisha to meet and talk over naming rights next week

e. Travel Authorizations

- i. Nathan Brindley to attend the Introduction to Tesla Vehicle Platforms in Schiller Park, IL on April 26, 2025
- ii. Ashleigh Quinones to attend the 2025 ADEA Allied Dental Program Directors' Conference (ADPDC) in Coronado, CA from June 7-10, 2025
- iii. Russ Panico to attend the NJCAA Region 12 A.D. Meeting in Cleveland, OH from June 9-11, 2025
- iv. Lois Baldwin, Michelle McGowen, Cara Blaim, and Jennie Vlietstra to attend the MI AHEAD in Ann Arbor, MI on May 16, 2025
- v. Sarah Hubbell to attend MACRAO Summer Summit in Warren, MI from June 10-11, 2025
- vi. Bill McElhone, Stephanie Willoughby, Regina Gorham, Christy Kincaid and Alecia Cross to attend the Michigan Museum Association "Colleagues Champion" event in Grand Rapids, MI on May 15, 2025
- vii. Beth Keith attending the Green Infrastructure Leadership Exchange annual meeting as a panelist in Cleveland, OH from May 3-7, 2025
- viii. Aubrey Rodgers, Rowan Bybee-Gibb (Student), Anna Longstroth (Student), Elizabeth Ekema (Student), Erickson Reign McKenna (Student), Aden Bajo (Student), Khadija Bodian (Student), Cassandra Tank (Student), to attend the SBCWI Conference in Ann Arbor, MI on May 17, 2025
- ix. Demond Jackson to attend the NACE 2025 Conference in Philadelphia, PA from June 9-11, 2025
- x. Staff and Administrator Development Fund
 1. Jane Otten to attend Eunaverse 2025: Euna's Customer Conference in Orlando, FL from September 8-10, 2025
 2. Tyler Lawrence to attend the Culinary Medicine Conference in New Orleans, LA, from June 4-6, 2025
 3. Amy Reynolds, HR Certification Institute Virtual Courses

f. Personnel Updates as of March 25, 2025

New Hires

Suprotik Stotz-Ghosh, Foundation Officer, effective 4-1-25

Mike Bellew, Maintenance Specialist, effective 4-17-25

Joseph Zilka, Instructional Manager, effective 5-19-25

Stacie Vezeau, Senior Office Specialist, effective 5-1-25

Charissa Sedor, Theater & Planetarium Technician, effective 7-1-25

Matt Ryan, Academic & Career Pathway Advisor, effective 5-1-25

Cedri Mosley, Custodian, effective 5-1-25

Transfer

Danielle Mercier, from Tutor to Educational Professional – Sciences, effective 5-1-25

Resignations

Cathy Colella, Director of Operational & Institutional Support Services, effective 4-18-25

Fernando Gonzalez, Retention & Completion Coach, effective 4-4-25

Dennis Zavada, Utility Maintenance Technician, effective 5-2-25

Sirri Bears, Systems Analyst/Developer, effective 5-2-25

FT Currently Posted/Active Positions

Instructional Manager

Patient Care Academy Instructor

Utility Maintenance Specialist

Senior Developer

Program Coordinator – Wind Technician Academy

Culinary Storeroom & Procurement Coordinator

Maintenance Supervisor

Program Coordinator – Community Culinary Nutrition

Medical Culinary Program Director

Director of Operational & Institutional Support Services

Program Coordinator – Diversity & Inclusion

Position Justification Forms

Program Facilitator

Student Success Center Assistant

Storeroom & Procurement Coordinator

8. Announcements and Updates

a. Events

- i. 99th Police Academy Graduation to be held on Thursday, May 8, 2025, at 1 pm in the Dale B. Lake auditorium.
- ii. Early Middle College Graduation Celebration to be held on Thursday, May 8, 2025, at 6:30 pm in the Dale B. Lake auditorium.
- iii. CIS Youth Leadership Summit for Girls to be held on the TTC Campus on May 6, 2025
- iv. CIS Youth Leadership Summit for Boys to be held on the TTC Campus on May 13, 2025

b. Updates

- i. There will be a Higher Promise intern in HR this summer
- ii. KVAAP to have space in SDS at TTC
- iii. Circle Center under construction
- iv. KPS is doing their AP testing on our TTC campus this week