

CABINET MEETING MINUTES

October 21, 2025, at 11:30 a.m. – 12:30 p.m.

TTC Boardroom

Members Present: Alexander, Eagan, Bergan, Hilliard, Lueth, Snead, Siebers, Washington, and Washington

Members Absent: Batson, Dunneback, Reynolds

1. The October 2, 2025, meeting minutes were approved with changes
2. Elizabeth Washington led a review of training and development
3. Standing Items:
 - a. Higher Learning Commission Discussion (Paige Eagan)
 - i. College wide website lockdown December 1
 - ii. Progress being made on criterion drafts
 - iii. Mock Visit with experienced peer reviewers in January
 - iv. If you would like for the HLC team to come and speak with your team, please let them know
 - b. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. None at this time
 - c. Security & Safety Discussion (Dannie Alexander)
 - i. Area Leader Training is happening how
 - ii. KVM HVAC issue update
 1. Preventive maintenance opportunities
 - d. Artificial Intelligence (AI) (Paige Eagan and Aaron Snead)
 - i. None at this time
 - e. Grants/ Institutional Review Board Update (Elizabeth Washington)
 - i. See handout
 - ii. Webpage updates for Institutional Review Board
 - f. Travel Authorizations
 - i. Chrissia Linders, Jordan Overmyer, Lexie Jerry and Benjamin Herbert to attend the MCCAN Conference in Lansing, MI, from November 4-5, 2025
 - ii. Rosie Florian, Rachel Bair and Amy Buskirk to attend the Meet the Buyers reception at the Great Lakes Fruit, Vegetable and Farm Market Expo in Grand Rapids, MI on December 10, 2025

- iii. Trice Batson and (Student) attended the Men of Character Student Leadership Institute (MOCSLI) in Detroit, MI, from October 9-12, 2025
- iv. Chris Whitsel and Mary Cox attended the Michigan Immigrant Youth Conference in Lansing, MI, on October 17, 2025
- v. Earlene McMichael to attend the American Marketing Association Symposium for the Marketing of Higher Education in National Harbor, MD, from November 9-12, 2025
- vi. Brian Lueth to attend MCCRMA and MCCBOA meeting in Frankenmuth, MI from November 5-7, 2025
- vii. Aaron Snead and Joel Larson to attend Educause in Nashville, TN from October 27-30, 2025
- viii. Staff and Administrator Fund Approved Activities – Submitted for Consideration
 - 1. Dave Zokvic to attend the Instructional Design Professionals Conference, virtually from October 21-22, 2025
 - 2. Suprotik Stotz-Ghosh, Robyn Hughes, Kaylie Crowe, Khadijah Kabbani, Earlene McMichael, and Alisha Siebers request to attend virtual Target X Foundations Training on October 8, 2025.

g. Personnel Updates as of October 14, 2025

Transfer

Heather Brown, from Senior Office Specialist to Health Careers Coordinator, effective 10-16-2025

FT Currently Posted/Active Positions

Instructional Manager

Patient Care Academy Instructor

Academic Development & Instructional Technology Analyst

Alumni Relations Coordinator

Associate Director of Energy & Construction Career Training

Dental Hygiene Program Director

Machine Tool Lab Manager

Associate Director of Marketing

Instructional Computing & Media Services Manager

Associate Vice President for Collaboration Compliance & Analytics & Chief of Staff

IT Support Analyst

Computer Support Technician

Academic & Career Pathway Advisor

Position Justification Forms

Senior Office Specialist

4. Announcements and Updates

- a. Summit Session Proposals: Now open for submission.

- b. Food Trucks:
 - i. TTC – October 23, 2025
 - ii. AWH – November 20, 2025
- c. Purchasing: Updated procedures and training materials coming soon; additional information will be shared once finalized.
- d. Achieving the Dream (ATD):
 - i. Announcement on Shortened Academic Terms forthcoming.
 - ii. Valley Dream Coaches will be on campus November 13–14 for an onsite visit.
- e. Canvas: Outage discussion and planning underway.
- f. Culinary Fundraiser: Two KVCC chefs will participate in a fundraiser for culinary education on November 9 at Fieldstone Grill. (Alisha will forward event details.)
- g. Marketing: Currently short-staffed; please allow extended turnaround times on project requests.
- h. Student Success Highlights:
 - i. KVAAP numbers up 70% this term.
 - ii. Promise Students enrollment also increased.
- i. Recruitment: Team has exceeded annual outreach goals (939+ contacts).
- j. Registration Blitz: Scheduled for October 28–29.