

CABINET MEETING MINUTES

December 2, 2025, at 11:30 a.m. – 12:30 p.m.

TTC Boardroom

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

Members Absent:

1. The November 18, 2025, meeting minutes were approved as presented
2. Paige Eagan provided updates on the Instructional and Student Services Parts 1 & 2; BP 403, 404, 406, and 409
3. CMOP(s) Final Review for Approval
 - a. KVCC Immigration and Visa Sponsorship (Aaron Hilliard) – MOVED by A. Snead, SECONDED by D. Alexander, motion CARRIED, APPROVED with minor correction
 - b. Anti-Hazing policy (Dannie Alexander) – not approved, corrections to be made
4. Elizabeth Washington led a review of committee membership - MOVED by D. Alexander, SECONDED by P. Eagan, motion CARRIED, APPROVED as presented
5. Elizabeth Washington led a discussion on the contracts process and guidelines
6. Standing Items:
 - a. Higher Learning Commission Discussion (Paige Eagan)
 - i. Drafts coming in before the break
 - ii. Planning our mock visit Feb 3th and 5th, outline to come before the holiday
 - iii. Web lock-down in place as of December 1, 2025
 - b. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. No updates at this time
 - c. Security & Safety Discussion (Dannie Alexander)
 - i. Please have your teams sign up for training sessions
 - d. Artificial Intelligence (AI) (Paige Eagan and Aaron Snead)
 - i. Meeting with the advisor for continued directions, looking at 6-month chunks in strategic directions, as the subject matter is changing significantly in short periods of time
 - ii. Working on AI guidelines

- iii. Plan to put out communications on general guidelines updates for staff and faculty
- e. Grants/ Institutional Review Board Update (Elizabeth Washington)
 - i. Please see handout
- f. Travel Authorizations
 - i. Ben Bylsma, Holly Hooper, Forest Gluys, M Scott, Tip Maddux, Emily Demorest and Sven Stricker to attend the Windy City Harvest Farm on Odgen in Chicago event in Chicago, IL, on December 12, 2025
 - ii. Elizabeth Washington ACCT Open meetings
 - iii. Staff and Administrator Fund Approved Activities – Submitted for Consideration
 - 1. None
- g. Personnel Updates as of November 25, 2025

New Hires

Artur Stasieluk, Academic & Career Pathway Advisor, effective 1-6-26

Stephanie Cooper, Senior Office Specialist – Dental Hygiene Program, effective 12-3-25

Elizabeth Orgeron, Academic Development & Instructional Technology Analyst, effective 12-1-25

Transfers

Sarah Hubbell from Director of Admissions, Registration & Records to Associate Dean for Student Records Registration & Youth Pipelines, effective 12-1-25

Kelly Naatjes, from Academic Scheduling Coordinator to Curriculum Operations Manager, effective 12-1-25

Avery Stressman from Senior Office Specialist to Youth Pipelines & Dual Enrollment Coordinator, effective 12-1-25

FT Currently Posted/Active Positions

Custodian

Director of Early Middle College Dual Enrollment & Youth Pipelines

Patient Care Academy Instructor

Office Manager

Associate Director of Energy & Construction Career Training

Dental Hygiene Program Director

Machine Tool Lab Manager

Associate Director of Marketing

Instructional Computing & Media Services Manager

Lead Student Financial Services Representative

Academic & Career Pathway Advisor – Kalamazoo Promise Services

Library Services Assistant

Position Justification Forms

Library Services Assistant

Library Aide

Student Ambassador

7. Announcements and Updates

- a. Campus United Way campaign ongoing Dec 1- 12th, 2025
- b. KV Circle Center soft launch was on November 24, 2025
- c. College-wide promo order requests will be open soon
- d. The campus band concert is on December 3 in Dale B. Lake auditorium at 7 pm
- e. Wayne State agreement with KVCC, Kalamazoo Promise tomorrow
- f. Art Hop – this Friday, mandolin concerts, Valley Voices, and high school art competition opening Dec. 5th