

CABINET MEETING MINUTES

December 16, 2025, at 12:00 p.m. – 1:00 p.m.

TTC Boardroom

1. The December 2, 2025, meeting minutes were approved as presented
2. Brian Lueth and Aaron Hilliard led a discussion on overtime
3. Elizabeth Washington, Brian Lueth, Aaron Hilliard, and Dannie Alexander led a required training discussion
4. CMOP(s)
 - a. Anti-Hazing policy second reading (Dannie Alexander)
5. Standing Items:
 - a. Higher Learning Commission Discussion (Paige Eagan)
 - i. Paige Eagan provided updates and led a discussion on the current HLC work
 - b. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. None at this time
 - c. Security & Safety Discussion (Dannie Alexander)
 - i. None at this time
 - d. Artificial Intelligence (AI) (Paige Eagan and Aaron Snead)
 - i. None at this time
 - e. Grants/ Institutional Review Board Update (Elizabeth Washington)
 - i. None at this time
 - f. Valley Dream (Paige Eagan/Elizabeth Washington)
 - i. None at this time
 - g. Travel Authorizations
 - i. Dannie Alexander, Nkenge Bergan, and Paige Eagan to attend the AACC Annual Meeting in Seattle, WA from April 10-14, 2026
 - ii. Dannie Alexander and Elizabeth Washington to attend the ACCT 2026 Community College National Legislative Summit in Washington, D.C. from February 8-11, 2026

- iii. Paige Eagan, Elizabeth Washington, Nizora Haitova, Nkenge Bergan to attend the Achieving the Dream, Dream 2026 Conference in Portland, OR from March 2-5, 2026
- iv. Paige Eagan, Elizabeth Washington, Angela Marsh-Peek, Kathy Barnes, Gail Fredericks, Billy Reynolds, and Anna Fontaine to attend the Higher Learning Commission 2026 Conference in Chicago, IL from March 21-24, 2026
- v. Staff and Administrator Fund Approved Activities – Submitted for Consideration
 - 1. None at this time

h. Personnel Updates as of December 9, 2025

New Hires

Julie Smith, Associate Director of Marketing, effective 1-6-26

Transfer

Rose Ponce, from Student Financial Services Representative to Lead Student Financial Services Representative, effective 1-4-26

Retirement

Molly Riley, Senior Staff Accountant, effective 1-31-26

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

Instructional Computing & Media Services Manager

Academic & Career Pathway Advisor – Kalamazoo Promise Services

Library Services Assistant

Position Justification Forms

Public Safety Officer

Assistant Director of Events Hospitality & Operations

Head Women's Basketball Coach

6. Announcements and Updates

- a. None at this time