

CABINET MEETING MINUTES

February 17, 2026, at 8:00 a.m. – 12:00 p.m.

TTC Boardroom

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

Members Absent: Reynolds

1. The December 16, 2025, meeting minutes were approved as presented
2. Nkenge Bergan led a discussion on the software Handshake
3. Dr. Washington led a discussion on collaboration between Kalamazoo Valley Community College and Western Michigan University
4. Dr. Washington led a discussion on proposed Summer Hours for May 8-July 31, 2026. Summer Hours were approved after discussion to run May 8-August 7, 2026.
5. Standing Items:
 - a. Higher Learning Commission Discussion (Paige Eagan)
 - i. Appreciation was expressed for the mock visit participation.
 - ii. The Assurance Argument was locked on February 16, 2026.
 - iii. The Argument will be made available to the College community for review.
 - iv. Cabinet members were asked to speak with their teams and provide coaching on responding to questions related to the Argument.
 - b. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. No new information
 - c. Security & Safety Discussion (Dannie Alexander)
 - i. A schedule outlining Public Safety training for Academic Year 2025–2026 was distributed.
 - d. Artificial Intelligence (AI) (Paige Eagan and Aaron Snead)
 - i. Legal updates and the evolving regulatory landscape were discussed.
 - ii. Higher education institutions are being affected by AI training on improperly licensed materials.
 - iii. The legal profession is among the sectors significantly impacted.
 - iv. Users are responsible for verifying the accuracy and legitimacy of AI-generated content.

- v. AI regulations vary by state; limited federal guidance currently exists.
 - vi. Kalamazoo College has appointed a Chief AI Officer.
 - vii. Industry projections anticipate potential price increases.
 - viii. A teaching-focused AI conference will be held in June; a team of instructors may attend.
 - ix. Judith's team will collaborate with the AI Steering Committee to advance leadership strategy.
 - x. The Learning and Testing Center has provided AI-related training.
 - xi. Dr. Washington requested that the AI group further develop and prepare to address environmental and sustainability considerations related to AI usage.
- e. Grants/ Institutional Review Board Update (Elizabeth Washington)
- i. Please see the handout
 - ii. Stryker Johnson handout and discussion on strategic planning
- f. Valley Dream (Paige Eagan/Elizabeth Washington)
- g. Travel Authorizations
- i. Sean Gordon to attend the Michigan Association of Chiefs of Police – Winter Professional Development Conference in Grand Rapids, MI from February 4-6, 2026
 - ii. Sarah Hubbell to attend the AACRAO Annual Meeting in New Orleans, LA from April 19-22, 2026
 - iii. Lexie Kobb to attend the Michiana Regional Seed Swap in Goshen, IN on January 17, 2026
 - iv. Karin Denman and Chrissia Linders to attend Ellucian Live in Denver, CO from April 19-22, 2026
 - v. Student Clarice Van Dort attended the CRU conference in Indianapolis, IN, from December 28, 2025- January 1, 2026
 - vi. Kevin Fuchs to attend the Central States Conference on the Teaching of Foreign Languages in Chicago, IL, from March 12-14, 2026
 - vii. Veronica McCann will attend the Earth Educators' Rendezvous 2026 Conference in Columbia, SC, from July 19-24, 2026
 - viii. Anna Fontaine and Kevin Dockerty to attend the Annual Conference on First-Year Experience in Seattle, WA, from February 15-18, 2026
 - ix. Tonya Wolfe to attend the National Association of College Bookstore Annual Campus Market Expo in Phoenix, AZ, from February 26 - March 6, 2026
 - x. Moriya Hurst to attend EMS Professional Development for licensed Instructor Coordinators in Traverse City, Michigan, from March 19-22, 2026
 - xi. Sean Gordon to attend North American Active Assailant Conference from June 3-5, 2026
 - xii. Sarah Hubbell and Avery Stressman to attend the MEMCA Conference in Flint, MI from March 12-13, 2026

- xiii. Sarah Hubbell to attend the Cohesion Summit in Saint Louis, MO from October 12-14, 2026
- xiv. Sarah Hubbell to attend the Institute for Student Service Professionals (one stop) in Baltimore, ML from November 8-10, 2026
- xv. Sarah Hubbell to attend the MACRAO Annual in Lansing, MI from November 16-18, 2026
- xvi. Russ Panico to attend the 2026 NJCAA Convention in Kansas City, MO from April 12-16, 2026
- xvii. Staff and Administrator Fund Approved Activities – Submitted for Consideration
 - 1. Kelly Higgins to attend the online Certified Associate in Project Management (CAPM) Exam Prep Course
 - 2. Billy Reynolds to attend the First-Year Experience Conference in Seattle, WA, February 15-18, 2026
 - 3. Russ Barrett to attend the Culinary Medicine Conference in Napa, CA May 6-8, 2026
 - 4. Ian Salo to attend the Basic Safety Training Instructor Course by the Global Wind Organization in Mukwonago, WI, February 23-May 7, 2026
 - 5. Martha Lull, Gaoshan Raymond, Kristen Dame to attend the Certified Associate in Project Management Online Course
 - 6. Aaron Hilliard and Becky Craft to attend National Americans with Disabilities Act (ADA) Symposium in Phoenix, AZ from July 19-22, 2026 (FY27)
 - 7. Hailee Rose to attend Ultrasonic Scaling and Teaching Institute in Charlotte, NC from July 27-30, 2026

h. Personnel Updates as of February 11, 2026

New Hires

Hailee Rose, Director of Dental Hygiene, effective 1-20-26

Damien Faust, Instructional Computing & Media Services Manager, effective 1-20-26

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

Assistant Director of Events, Hospitality, and Operations

Seasonal Groundskeeper & Utility Assistant

Network Analyst

Senior Office Specialist – ARR

Payroll Manager

Student Financial Services Representative

Academic & Career Pathway Advisor-KVAAP

Groundskeeper

Position Justification Forms

Maintenance Specialist

Groundskeeper

6. Announcements and Updates

- a. Black History Bingo on Thursday, February 19 ,from 2-4 pm, at Anna Whitten Hall
- b. Black History Program on Thursday, February 26, from 12-1:30 pm, at the Texas Township Campus
- c. IT- outages coming up in early summer, more info to come
- d. Reminder, operational budgets are due at the end of February