

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of September 7, 2021

Members Present: Alexander, Batson, Bergan, Depta, Eagan, Jbara, Labadie, Lueth, Washington and Welsh
Staff Present: Sherry Weber
Absent: Aaron Hilliard

1. Advisory Committee Process overview was given by Allison Moore and Tracy Labadie
2. Strategic Enrollment Management and Retention Master Plan overview was given by Megan Pauken and Evan Pauken,
3. The minutes of August 31, 2021 were approved as amended.
4. COVID-19 (Coronavirus) Response
 - Cabinet discussed clarifications on how to respond to individuals not wearing a mask.
5. Standing Items
 - A. Travel Authorizations**
 - Samantha Reidenback to attend Burnished Calculus Webinar Online September 15 - 21, 2021.
 - Gena Mead and Tanya Wolfe to attend the annual MACS (Michigan Association of College Stores) conference in Thompsonville, MI at the Crystal Mountain Resort from September 26th-28th.
 - B. Grants**
 - C. Personnel Updates**
 - Hires**
David Feutz, FT HVAC Faculty, effective 9-1-21
 - Transfer**
 - Retirement**
Dave Posther, FT Photography Faculty, effective 8-31-21
Verne Mills, FT Biology Faculty, effective 8-31-21
 - Resignation**
Therese Motycka, Lead Cashier, effective 8-18-21
Anthony Harris, Custodian, effective 8-19-21
Cody Piechocki, Head Baseball Coach, effective 8-29-21
Anella Koneru, Administrative Assistant, effective 8-31-21
 - Position Justification Forms**
 - Public Safety Officer, FT
 - Public Safety Officer, PT

- Culinary Lab Assistant
- Student Strengths Ambassador
- Brewing Lab Assistant
- Instructional Manager-Wind Energy and Technical Training
- Student Services Assistant
- Community Culinary Nutrition Support Specialist
- Kitchen Assistants
- MiLeap Grant – Position #1
- MiLeap Grant – Position #2
- Food Hub Lab Assistant

Full Time Currently Posted/Open Positions

- Dean of Instruction – Health Careers and Sustainable Foods
- Dean of Instruction – Math and Sciences
- Finance Project Management Specialist
- Utility Maintenance Specialist
- Patient Care Academy Instructor
- Accounts Receivable Assistant
- Academic Development and Instructional Technology Analyst
- Custodian
- Employment Manager
- Retention and Completion Coach
- Network Systems Manager
- Nursing Department Coordinator
- Instructional Computing and Media Services Manager
- Marketing Project Manager
- Instructional Designer
- Public Safety Officer
- Events Coordinator

D. Announcements and Updates

- Outdoor furniture has been added to the courtyard and outdoor areas.
- Every classroom is being supplied with cleaning supplies, masks and gloves.
- Developing the Cougar Crew. A group of students to help clean high touch areas around college campuses.
- COVID-19 Vaccination Clinic held on September 8 at the Texas Township campus.
- Back ordered computers and laptops are starting to come in. Classroom IT changes/upgrades are underway.
- Several Diversity and inclusion events taking place:
 - Mental Heal First Aid - September 29th, 9am - 330pm
 - Diversity and Bias in the Search Committee Process, September, 1pm to 230pm
 - Hispanic Heritage Month – September 15 – October 15
 - ✓ Virtual panel discussion: **Bridges not walls: 21st Century Migrations** – Friday October 8th, 2 to 4pm >> Venezuelan and Latin American migration
 - ✓ Daily Facts – Social Media

- ✓ The Gilmore: Nachito Herrera – Cuban Pianist, September 24th and 25th
 - Rally For Equality – OutFront Kalamazoo – September 18
 - Breaking the Stigma – African American Mental Health Symposium
October 14 and 15th
 - Visiting Writers Series – October 19th Jose Olivarez
 - Native and Indigenous American Month – November
 - November 2nd – Tommy Orange
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- HEERF Funds have been used to pay 600 unique students impacted by COVID.
 - First round of Winter 2022 scheduling is completed.

Next Cabinet Meeting: October 5, 2021 at 8:00 am.