

To: Cabinet, Archives
From: Tracy Labadie
Subject: Minutes of October 5, 2021

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

1. The minutes of September 21, 2021 were approved as presented.
2. Master Plan Updates
 - Strategic Business and Community Development Master Plan Update – Craig Jbara
 - 2023-2027 Facilities Master Plan Update – Dannie Alexander
3. COVID-19 (Coronavirus) Response
 - We are still awaiting guidance from OSHA regarding President Biden’s vaccination requirement.
 - The college will begin a communication campaign encouraging folks to get the flu vaccine.
4. Standing Items
 - A. Travel Authorizations**
 - Tom Sutton to deliver Global Wind Organization Basic Technician Training at the Mid-Atlantic Maritime Academy in Norfolk, Virginia from October 10 to October 21 as part of our ENSA education partnership.
 - Evan Pauken to attend the Michigan College Access Network Conference in Lansing, MI on November 9-10, 2021
 - B. Grants**

The college received requests from both the Lumina Foundation for the Prioritizing Adult Community College Enrollment grant and the USDA for the Local Food Promotion grant asking for further information for the proposals we have submitted. We are still waiting for final decisions.
 - C. Personnel Updates**
 - Hires**
 - Joe Wilder, Public Safety Officer, effective 9-20-21
 - Scott Hall, Employment Manager, effective 9-21-21
 - Earlene McMichael, Marketing Project Manager, effective 11-1-21
 - Transfer**
 - Daniel Siwula, from Full-Time to Part-Time Public Safety Officer, effective 10-16-21
 - Retirement**
 - Resignations**
 - Brendon Lovely, Utility Maintenance Specialist, effective 10-1-21
 - Tamara Barnes, Assistant Director of Material Culture, effective 10-31-21

Position Justification Forms

- Office Specialist, Prior Learning and Apprenticeships
- Public Safety Captain
- Retention and Completion Coach – Skilled Trades

Full Time Currently Posted/Open Positions

- Dean of Instruction – Health Careers and Sustainable Foods
- Dean of Instruction – Math and Sciences
- Dean of Instruction – Business and Technical Careers
- Office Manager
- Finance Project Management Specialist
- Utility Maintenance Specialist
- Patient Care Academy Instructor
- Academic Development and Instructional Technology Analyst
- Custodian
- Retention and Completion Coach
- Network Systems Manager
- Instructional Computing and Media Services Manager
- Instructional Designer
- Events Coordinator
- Community Culinary and Nutrition Program Support Specialist
- Interpreter

5. Announcements and Updates

- IT is working on audio visual upgrades in several presentation rooms, conference rooms, theaters and some classrooms. They expect a shipment of 300 laptops to arrive within the week. These will be set up and available for student check out.
- Requests for new furniture need to be routed through Dannie Alexander. Furniture purchases should not be made through Staples.
- October is domestic violence awareness month. The college will be sponsoring several events.
- The college will be hosting Dr. Wimbish on October 22, 2021 for a conversation around equity and learning environments in the classroom. There will be opportunities that day to participate. Faculty and staff are encouraged to attend.
- The proposed Academic Calendars for the 2022-2023 and 2023-2024 academic years were reviewed.
- Please submit travel requests early as they have to be posted in Cabinet minutes before financial services can process the request.

Next Cabinet Meeting: October 19, 2021 at 8:00 am.