

**To:** Cabinet, Archives  
**From:** Sherry Weber  
**Subject:** Minutes of October 19, 2021

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

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1. The minutes of October 5, 2021 were approved as presented.
2. Craig Jbara and Kate Miller presented information on the Specialty Manufacturing and Production Training Program.
3. If there are events you would like Dr. Washington to be at or participate in, please submit a President Event Request form to the President's office at least four weeks prior to the event. The President Event Request form is available by emailing sweber@kvcc.edu.
4. Dr. Washington will hold a State of the College meeting on December 10. This meeting is for Administrators and Faculty. Staff will be addressed at the Winter Summit on January 6, 2022.
5. Cabinet Planning Meeting 11/1/21 @ 8:30 a.m. in room 4240. The College Mission Statement and Unit Mission Statements will be part of our discussion. Please bring Unit Mission Statements to this meeting.
6. The 2022-23 and 2023-24 Academic Calendar presented by Paige Eagan was approved by Cabinet.
7. COVID-19 (Coronavirus) Response
  - We are still awaiting guidance from OSHA regarding President Biden's vaccination requirement.
8. Standing Items
  - A. Travel Authorizations**
    - Angela Marsh-Peek, Nkenge Bergan, and Paige Eagan to attend the NACADA 2021 Annual Conference and EAA Community of Practice Meeting virtually from October 6-9, 2021.
    - LaSonda Wells, Amy Gill and Nicole Reed to attend the Michigan Community College Student Services Association (MCCSSA) Conference in Petoskey, MI from October 6-8, 2021.
    - Alisha Cederberg and Erin Annis to attend the Midwest Association of Student Financial Aid Administrators (MASFAA) Conference in Milwaukee, WI from October 9-13, 2021.
    - Chelsie Taylor, Monteze Morales, Narda McClendon and Beth Brandon to attend the MCAN Conference in Lansing, MI from November 9-10, 2021.

- Michael Roty, Dan Stevens, Jon Stasiuk, Lisa Winch and JP Talwar to attend the Michigan Mathematics Association for Two-Year Colleges (MichMATYC) Summit virtually on October 9, 2021.
- Sarah Hubbell, Megan Pauken, Jonathan Selmon and Chelsie Taylor to attend the MACRAO Annual Conference in Bellaire, MI from November 17-19, 2021.

**B. Grants**

**C. Personnel Updates**

**Hires**

- Michael Jones, Finance Project Management Specialist, effective 10-18-21

**Transfer**

- Daniel Siwula, from Full-Time to Part-Time Public Safety Officer, effective 10-16-21

**Retirement**

**Resignations**

- Susan Matlis, Director-Employee Benefits, effective 10-31-21

**Position Justification Forms**

- PT Services Assistant – Institutional Support Services
- Educational Field Placement Coach, ParaPro
- Machine Tool Lab Operations Manager, ParaPro
- Testing Center Assistant
- Mi-LEAP Program Manager
- Mi-LEAP Program Navigator

**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
- Utility Maintenance Specialist
- Custodian
- Retention and Completion Coach – Skilled Trades
- Instructional Designer
- Community Culinary and Nutrition Program Support Specialist
- Interpreter
- Patient Care Academy Instructor
- Mi-LEAP Program Navigator
- Mi-LEAP Program Manager
- Instructional Manager – Wind Energy
- Office Specialist

**9. Announcements and Updates**

- IT is working on getting replacement laptops for faculty.
- New Student Orientation scheduled for October and November
- Thank you to everyone who helped make the College Night a huge success.

**Next Cabinet Meeting: November 2, 2021 at 8:00 am.**