

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of November 2, 2021

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

Staff Present: Sherry Weber

1. The minutes of October 19, 2021 were approved as presented.
2. Paige Eagan provided an update on part one of the Instruction and Student Services Master Plan.
3. Dr. Washington will hold a State of the College meeting on December 10 for Administrators and Faculty. Staff will be addressed at the Winter Summit on January 6, 2022.
4. Cabinet reviewed and approved the 2023 Holiday Calendar as amended. It will be recommended that no meetings or activities be scheduled on Election Day. A small cabinet task force was established to make a recommendation regarding how Saturdays of holiday break weekends will be staffed. This team will report back to Cabinet at the December 7, 2021 meeting.
5. Cabinet participated in a facilitated planning meeting on November 1, 2021. Two more planning meetings are scheduled for November 18 and December 6, 2021.
6. Dr. Washington, Sherry Weber and Tracy Labadie will be creating a template for Cabinet Emeritus Status recommendations. Two months' notice is necessary to process Emeritus recommendations.
7. Dr. Washington held several Snacks with the President events during the last week of October. An estimated 75 – 80 students participated. Students were encouraged to complete a survey to provide input for the review of the college mission statement and to apply for Valley CARES funds.
8. COVID-19 (Coronavirus) Response
 - We are still awaiting guidance from OSHA regarding President Biden's vaccination requirement.

9. Standing Items

A. Travel Authorizations

- Jessica Brinks to attend "Scenarios and Tactics for the Field Training Officer" in West Bend Wisconsin from November 3-4, 2021.
- Paige Eagan, Allison Moore and Tracy Labadie to attend the HLC Conference in Chicago, IL from April 2-5, 2022.

B. Grants Update

Awards Received:

The College was awarded a three year grant of \$609,800 from the USDA Local Food Promotion Program. The grant will allow the college to continue and expand work to support farm food safety and sales to schools and healthcare providers, with the addition of workforce training for food service staff. Rachel Bair is primary grant coordinator.

The College was awarded \$30,000 from the Marvin & Rosalie Okun Foundation to fund the Valley Food Share program. Erin Dominiani is the primary grant coordinator.

Applications in Process:

The College has applied to be selected for the Association of Community College Trustees and Education Strategy Group Noncredit and Credit Alignment Lab (NCAL). This is a two year cohort project with \$3,000 - \$10,000 stipend to cover data collection costs. The two year initiative will support ten community colleges to develop new or improved pathways between noncredit and credit programs. If selected, the ACCT and ESG will provide high-level support and coaching to reassess institutional structures and practices to improve alignment between noncredit and credit unit functionalities. Proposal was submitted on November 1, 2021. Craig Jbara and Paige Eagan are the primary project coordinators.

The College will apply for a one-time gift of \$5,000 from The Giving Well Family Foundation to support Valley Food Share. This one-time gift would be used to purchase equipment, such as pots, pans, knives, bowls, etc., for students and to purchase locally sourced meat to include in the Valley Food Share. Coty Dunton is the primary grant coordinator.

The College will apply to be selected for the NACUBO Strategic Finance for Student Success Grant. This is a three year cohort project that includes a \$10,000 annual stipend for participation plus \$1,500 provided annually to cover travel expenses to attend NACUBO annual meeting. This grant project is designed to bring together higher education leaders and campus-based finance leaders to develop a framework to ensure that impactful pilot projects or grant-funded initiatives are fully integrated into campus financial planning processes early, and that positive outcomes are financially and operationally sustainable. This project is specifically targeting institutions who serve at least 40% Pell-eligible students, and are leveraging Guided Pathways or Tackling Transfer practices to improve student outcomes. The grant application is due November 15, 2021 and 20 institutions will be selected to participate. Brian Lueth is the primary grant coordinator.

C. Personnel Updates as of October 27, 2021

Hires

- Christopher Fortner, Network Systems Manager, effective 11-2-21
- David Swan, Instructional Designer, effective 11-16-21

Transfers

- Larry Sandt, from Computer Support Technician to Instructional Computing and Media Service Manager, effective 10-26-21
- Sarah Cyr, from Office Specialist to Senior Office Specialist, effective 7-1-21
- Ryan Kennedy, from PT Student Services Assistant to FT Office Specialist, effective 11-8-21
- Martha Lull, from Materials and Facilities Assistant to Events Coordinator, effective 10-18-21

Retirements

N/A

Resignations

N/A

Position Justification Forms

- Materials and Facilities Assistant
- Director of Corporate Training
- Academic and Career Pathway Advisor - Liberal Arts
- Academic and Career Pathway Advisor - Math/Sciences/STEM
- Computer Support Technician

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
- 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
- Academic Development and Instructional Technology Analyst
- Computer Support Technician
- Database Analyst
- Police Captain

- Testing Center Assistant

10. Announcements and Updates

- Thank you to those who assisted with the development and submission of the Five Year Facilities Master Plan and Capital Outlay request to the State.
- Thank you to those who participated in the sessions with Dr. Wimbish on 10/22/21. We are planning for her to return at the end of January or February to continue the work we started.
- Thank you for those who submitted their Open Enrollment benefits forms. Human Resources continues to process them.
- We are looking for Cabinet volunteers to help pack Food Share Thanksgiving boxes.
- Ed America will be visiting the campus on 11/3/21.
- The college will be hosting Ferris State University on 11/16/21 to sign an agreement that will allow Futures for Frontliners and Michigan Reconnect students to take some classes with FSU at Kalamazoo Valley tuition rates.

Next Cabinet Meeting: November 16, 2021 at 8:00 am.