

To: Cabinet, Archives
From: Tracy Labadie
Subject: Minutes of November 16, 2021

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

1. The minutes of November 2, 2021 were approved as presented.
2. Evan Pauken provided an update on the debt forgiveness program.
3. A team of Cabinet members is working on developing a policy to comply with the OSHA Emergency Temporary Standard.
4. Aaron Hilliard presented an updated regarding the Classification Compensation Study. The RFP closed on November 15, 2021 and the plan is for work to begin in January 2022.
5. Aaron Hilliard presented a proposal for changes to the Staff Development Fund process for a first read. The proposal will be presented at the December 7, 2021 Cabinet meeting for vote. A small task force was created to review and recommend process changes for travel and professional development requests that do not utilize the staff development fund.
6. Aaron Hilliard presents a proposal for an Alternative Work Location policy and guidelines for a first read. The proposal will be presented at the December 7, 2021 Cabinet meeting for a second review.
7. Brian Lueth recommended that the budget development process allow for alignment to unit Master Plans, in addition to the college Strategic Plan. The group was asked to submit final copies of their unit Master Plans to Tracy Labadie. Reminder that capital budget requests will be due at the end of January and operating budget requests will be due at the end of February.
8. Standing Items
 - A. Travel Authorizations**
No travel requests presented.
 - B. Grants Update**
No updates.

C. Personnel Updates – As of November 10, 2021

Hires

- None

Transfer

- None

Retirement

- None

Resignation

- Lindsey Green, Gym Facilities Coordinator, effective 11-19-21

Position Justification Forms

- Wellness and Fitness Center Program Manager
- Lab Operations Coordinator – Biology
- Lab Operations Coordinator – Chemistry, Geology, Physics
- Employee Benefits Manager

Full Time Currently Posted/Active 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
- Academic and Career Pathway Advisor – Math/Science/STEM
- Academic and Career Pathway Advisor – Liberal Arts
- Employee Benefits Manager
- Lab Operations Coordinator – Biology
- Lab Operations Coordinator – Chemistry, Geology, Physics
- Network Analyst
- Director – Corporate Training

- Facilities and Materials Assistant

9. **Announcements and Updates**

- The Degree Works update is complete.
- There is a Suicide Prevention Training available at Griffon Place on December 2 & 3, 2021. Cost is \$100 to attend. Contact Nkenge Bergan if interested in attending.
- The Soft Docs update is underway. The goal is to start with some documents that pull info directly from Banner. The second phase will be focused on establishing an electronic workflow.
- An updated emergency contact card was distributed to Cabinet members. Communication regarding response for inclement weather will be going out by November 19, 2021.
- A reminder that the Get It Done event is happening on November 16, 2021. Thank you to all who have helped to plan the event.
- Planning for an in-person, COVID safe commencement ceremony is underway. The ceremony will be held on December 19, 2021. An email will be going out to all faculty and administrators asking for an RSVP for attendance.

Next Cabinet Meeting: December 7, 2021 at 8:00 am.