

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

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

Staff Present: Sherry Weber

1. Advisory Committee update was given by Allison Moore, Meredith Vanderhill and Faith Bentley.
2. The minutes of November 16, 2021 were approved as presented.
3. Linda Depta presented the Strategic Plan Update for KVCC Foundation and Marketing.
4. The COVID-19 (Coronavirus) Response and the OSHA Emergency Temporary Standard was discussed by Cabinet. Kalamazoo Valley Community College will continue to encourage vaccinations, continue to wear masks on all campuses, continue with social distancing and continue to move forward with preparing implementation plan for the OSHA Emergency Temporary Standard.
5. Holiday Break Saturday Staffing Task Force presentation held until next Cabinet meeting.
6. Staff Development Fund proposal review will be brought back at next Cabinet meeting.
7. Temporary Alternative Work Location proposal review will be brought back at next Cabinet meeting.
8. Standing Items
 - A. Travel Authorizations**
 - Ashleigh Colpetsir to attend the Radiology and Oral Pathology: A Review That Sticks Seminar at the Fetzer Center in Kalamazoo, MI on December 4, 2021.
 - Joel Schmidt to attend Online Pre-Seminar held online with varying dates.
 - Kim Grubka to attend the CDCA-WREB Educators Conference 2022 in Gaylord Rockies Aurora, CO from January 7-8, 2022

B. Grants Update

Lumina Foundation Prioritizing Adult Community College Enrollment (PACCE) Grant – Awarded \$75,000 Two Year Grant

Funds a project to build a sustainable outreach and enrollment model that embeds our institutional presence within community organizations frequented by adults to promote college opportunities and simplify the enrollment process. This grant opportunity also includes support from Achieve the Dream to coach and guide our staff and offers an opportunity to connect with peer institutions who are implementing similar strategies.

Evan Pauken and Megan Pauken are the primary grant coordinators. A small team has already attended a series of Behavioral Science Training sessions to kick off the project.

Aramark Building Community Grant – Awarded \$2,500 one-time grant

Fund the Valley Food Share program for holiday distributions. Additionally, the Aramark staff will volunteer their time to assist with holiday distributions.

Beth Wolfe (Aramark) is the primary grant coordinator.

Association of Community College Trustees and Education Strategy Group Noncredit and Credit Alignment Lab (NCAL) – Two year cohort project with \$3,000 - \$10,000 stipend to cover data collection costs

Our proposal was not selected.

NACUBO Strategic Finance for Student Success Grant – Three year cohort project with \$10,000 annual stipend for participation plus \$1500 provided annually to cover travel expenses to attend NACUBO annual meeting.

Our proposal was selected to move on to the second round of the application process.

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.

Brian Lueth is the primary grant coordinator

National Endowment for the Arts, Creative Forces Community Engagement Grant - \$15,000 one-time matching funds grant

To support funding for a live performance of Modern Warrior on campus in November 2022.

Additional funds from other sponsors, foundations, etc. would be needed to cover the additional funds needed.

Grant application is due December 15, 2021.

Charles Heidelberg is the primary grant coordinator.

C. Personnel Updates – As of November 10, 2021

Hires

- Rodney Mox, PT Public Safety Officer, effective 12-6-21
- Troy Fillenworth, PT Computer Lab Assistant, effective 12-1-21

Transfer

- Melinda Bertch, from Testing Center Assistant to Retention and Completion Coach-Math, effective 11-1-21
- Marc Rifenberg, from PT Public Safety Officer to Captain, effective 11-16-21
- Hugo Ricon-Sergent, from Math Tutor to Testing Center Assistant, effective 11-17-21
- Leena Mergen, from Culinary Lab Assistant to Community Culinary and Nutrition Program Support Specialist, effective 11-29-21

Retirement

- Terry Sibbersen, Facilities Site Manager – ACC and BHLC, effective 11-15-21

Resignation

- Corey Primer, Custodian, effective 11-26-21
- John Jackson, Custodian, effective 12-10-21

Separation

- Felicien Hategekimana, Custodian, effective 11-17-21

Position Justification Forms

- Garden Education Program Coordinator
- Food Hub Outreach and Marketing Coordinator
- Food Systems Educator
- Manager of Exhibits and Interactive Experiences
- Exhibit Technologist, Designer and Fabricator

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
- 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
- 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
- Garden Education Program Coordinator
- Accounts Receivable Assistant
- Materials and Facilities Assistant

9. Announcements and Updates

- Just over 90 students participating in the December 19 Commencement.
- Dr. Washington will be featured in the January 2022 Encore magazine
- Representative Beth Griffin visited our Texas Township campus on December 6.

- IT is waiting on items affected by the supply chain delay. They are moving forward with the supplies they do have. IT plans to update the Student Commons Theater and classrooms over the holiday break.
- Police Academy Graduation held on December 10, 2022.
- Wind Academy Graduation scheduled for December 17, 2022.
- Trice Batson is working with HR to infuse Diversity, Equity and Inclusion into our onboarding process.
- February 2 KVCC will hold a virtual “Beyond the Dream” session in honor of Martin Luther King, Jr. Day.
- What are some traditions we have at KVCC? Dr. Washington/Tracy Labadie are collecting information on some of the traditions we have at Kalamazoo Valley.

Next Cabinet Meeting: December 21, 2021 at 8:00 am.