

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of December 21, 2021

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

Excused: Batson

Staff Present: Sherry Weber

1. Jim Anderson and Judith Witherspoon from EdAmerica presented on the One Stop program they designed for Kalamazoo Valley.
2. The minutes of December 7, 2021 were approved as presented.
3. Full Time Faculty Positions will be brought back at next Cabinet meeting
4. A contract agreement has been reached with the Kalamazoo Valley Community College Federation of Teachers Contract-Part Time Faculty.
5. April is Community College Month DRAFT Marketing/Promotion Planning Document held until at next Cabinet meeting.
6. KVCC Foundation Internal Grant Funding Guidelines held until next Cabinet meeting.
7. 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 while waiting for direction from Mi OSAH.
8. Holiday Break Saturday Staffing Task Force presentation held until next Cabinet meeting.
9. Staff Development Fund proposal review will be brought back at next Cabinet meeting
10. Temporary Alternative Work Location proposal review held until future Cabinet meeting.
11. Standing Items
 - A. Travel Authorizations**
 - Ben Bylsma, Sara Tanis, and Crystal Van Pelt to attend the Produce Safety Alliance training in Detroit, Michigan on February 1, 2022.

- Ben Bylsma and Sara Tanis to attend the Michigan Nursery and Landscape Association's Great Lake Trade Expo in Lansing, MI from January 24-26, 2022.
- Ben Bylsma to visit Windy City Harvest in Chicago, IL on January 12, 2022.
- Aaron Ross and Brian Lindberg to attend the 2022 Winter Beer Festival in Grand Rapids, MI on February 26, 2022.
- Brian Lindberg and students to attend the Michigan Great Beer State Conference in Traverse City, MI from January 12-14, 2022.
- Tracy Labadie and Karen Rivard to attend Catalyst University in Kalamazoo, MI on January 26, 2022.
- Students David Galante, Seth Kurti, and Terrin Nusimer to attend the Cru Winter Retreat in Indianapolis, IN from December 28, 2021 to January 1, 2022.

B. Grants

Awards

- **NACUBO Strategic Finance for Student Success Grant** – Selected to be a part of a three year cohort project with \$10,000 annual stipend for participation plus \$1500 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.

Brian Lueth is the primary grant coordinator.

Applications in Process

- **Upward Bound Department of Education Grant - \$287,537 per year for 5 years**
The grant supports intentional outreach to connect secondary students with postsecondary education opportunities with a primary focus on high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree.
Grant application is due January 31, 2021.

C. Personnel Updates – As of December 15, 2021

Hires

- Joshua Winters-Brown, Computer Support Technician, effective 12-31-21
- Heather Lehman, FT Museum Interpreter, effective 1-4-22
- Cathryn Whately, Lab Operations Coordinator-Biology, effective 1-4-22
- David Ross, Lab Operations Coordinator-Chemistry, Geology, Physics, effective 1-4-22
- Halea Kasishke, Academic Development and Technology Analyst, effective 1-4-22

Transfer

- Gary Gibson, from Bookstore Receiving Clerk to Facilities and Materials Assistant, effective 12-13-21

Retirement

- Narciso Lopez, Custodian, effective 12-31-21

Resignation

- Evan Finch, PT Security Officer, effective 12-18-21
- Joselyn Wright Newman, Academic and Career Pathway Advisor, effective 1-7-22
- Gabriela Avila, PT Security Officer, effective 1-9-22

Position Justification Forms

- Security Officer
- Public Safety Officer
- Accounting Assistant, ParaPro

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
- 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
- Network Analyst
- Director – Corporate Training
- Garden Education Program Coordinator
- Accounts Receivable Assistant
- Food Systems Educator
- Food Hub Outreach and Marketing Coordinator
- Wellness and Fitness Center Program Manager

3. Announcements and Updates

- Cougar Kickoff scheduled for 1/18/21 from 10-2 at TTC and AWH
- January 6, 2022 is the Summit
- Large Firewall upgrade to take place over break.
- Commons Theater will get a lighting and Technology upgrade in the near future.
- There will be a pause of power at TTC while we are out for break to correct an electrical issue.
- Taps on Tuesdays at the CAH paused for a while.

Next Cabinet Meeting: January 18, 2022 at 8:00 am.