

**To:** Cabinet, Archives  
**From:** Sherry Weber  
**Subject:** Minutes of January 18, 2022

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

**Staff Present:** Sherry Weber

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1. The minutes of December 21, 2021 were approved as presented.
2. Paige Eagan reviewed a prospective yearly process for filling full time faculty positions.
3. Linda Depta discussed activities for Community College Month in April.
4. Linda Depta reviewed KVCC Foundation Internal Grant guidelines and listed some internal events the Foundation has helped fund.
5. Aaron Hilliard reviewed changes made to the Staff Development Fund proposal. Brian Lueth will reach out with a memo regarding budget updates. The Staff Development Fund proposal will be brought back to Cabinet at the end of 2022 for review.
6. The Supreme Court put a stay on the COVID-19 (Coronavirus) ruling protocols. Kalamazoo Valley Community College will continue to encourage vaccinations, continue to wear masks on all campuses, continue with social distancing and continue to work with our community partners. COVID-19 (Coronavirus) Response and the OSHA Emergency Temporary Standard was discussed by Cabinet.
7. Tim Welsh gave an update on the Holiday Break Saturday Staffing. KVCC will continue using the process we currently have in place.
8. Proposed summer hours have been reviewed and discussed by Cabinet. An email from HR will be sent out to employees.
9. Standing Items
  - A. **DEI Strategic Plan Update**
    - Reviewed current status of DEI key performance indicators (KPIs)
    - Shared examples or various community organizations touched by our outreach as they relate to our DEI strategic goals.
    - Updated the status of the current diversity and bias in the search committee process workshop as we move from voluntary participation to making it a requirement for anyone looking to serve on a search committee.
    - Review details Black History Month/MLK event being held on February 2nd,

11am to 1pm.

**B. Travel Authorizations**

- Nkenge A. Bergan and Monteze Morales to attend the Catalyst University 2022 at the Radisson in Kalamazoo, MI on January 26, 2022. Coty Dunten to attend this event virtually.
- Sara Tanis to attend the MI Certified Natural Shoreline Professional Training and Certification Program, Classroom Training in East Lansing, MI from March 8 – 9, 2022.
- Sara Tanis to attend the Field Training and Exam in Paw Paw, MI on June 8, 2022.
- Sara Tanis and Rosie Florian to attend Southwest Michigan Horticulture Days in Benton Harbor, MI from February 2-3, 2022.
- Tom Sutton to attend the Annual Operations and Safety Standards Conference in San Diego, CA from March 7-10, 2022.

**C. Grants – no updates today**

**D. Personnel Updates – As of January 12, 2022**

**Hires**

- Julia Fedeson, Office Manager, effective 1-4-22
- Heather Lehman, Museum Interpreter, effective 1-4-22
- Erin Shufro, Dean of Instruction-Math and Sciences, effective 3-1-22

**Transfer**

- Cody Cook, from PT Interpretation Specialist to FT Museum Interpreter, effective 1-4-22
- Jerry Lentz, from Maintenance Specialist to Retention and Completion Coach – Skilled Trades, effective 1-17-22

**Retirement**

- William Wangler, Electrical Technology Faculty, effective 1-9-22
- Colleen Olson, Counselor, effective 6-30-22

**Resignation**

- Westin Curtis, Database Analyst, effective 2-4-22

**Position Justification Forms**

- Academic and Career Pathway Advisor – KVAAP
- Maintenance Specialist
- Security Officer
- Full Time Faculty:
  - Biology
  - Chemistry
  - Engineering, Design, and Manufacturing Technology (EDMT)
  - Mathematics
  - Psychology
  - Sociology

**Full Time Currently Posted/Active Positions**

- Dean of Instruction – Health Careers and Sustainable Foods
- Dean of Instruction – Business and Technical Careers
- Office Manager
- Utility Maintenance Specialist
- Custodian

- Patient Care Academy Instructor
- Mi-LEAP Program Navigator
- Mi-LEAP Program Manager
- Instructional Manager – Wind Energy
- 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 Education Program Manager
- Food Hub Outreach and Marketing Coordinator
- Wellness and Fitness Center Program Manager
- Health Careers Laboratory Coordinator
- Public Safety Officer
- Academic and Career Pathway Advisor – KVAAP
- Maintenance Specialist

## 2. **Announcements and Updates**

- Auditorium upgrades are going well. IT is moving forward as the supply chain allows.
- We are moving forward to a Zoom Classroom.
- Taps on Tuesday is on hold; however, canned beer sales are available.
- Cougar Kickoff scheduled for 1/18/21 from 10-2 at TTC and AWH featuring a hot chocolate bar and swag giveaways.
- Coty Dunten's office has moved upstairs into the Student Success Services area. Please direct any students looking for Coty's services upstairs to the Student Success Services area.
- Next Police Academy starts January 24, 2022.
- Elm Valley Drive project continues to move forward. Dannie Alexander working with Metro regarding a bus stop in the Elm Valley Drive area.
- KVCC continues to keep our COVID-19 (Coronavirus) protocols in place to keep everyone safe.

**Next Cabinet Meeting: February 1, 2022 at 8:00 am.**