

To: Cabinet, Archives
From: Tracy Labadie
Subject: Cabinet Minutes of April 5, 2022

Members Present: Alexnder, Batson, Bergan, Depta, Hilliard, Jbara, Lueth, Washington, Weber and Welsh
Members Excused: Eagan, Labadie
Other Attendees: Billy Reynolds, Deb Coates, Gail Fredericks, Erin Shufro, Mark Dunneback, Tanya McFadden, Allison Moore, Alisha Cederberg, Kathy Johnson, Amy Reynolds

1. Craig Jbara and Allison Moore presented information and a demo regarding the College Procedures and Cabinet member Operating Policies and answered any questions the group had.
2. Dr. Jeff Ling and Connor Holcombe from Evergreen Solutions, LLC gave a review of the Compensation and Classification Study process moving forward.
3. The minutes of March 1, 2022 were approved as presented.
4. COVID-19 (Coronavirus) Response
 - Cabinet discussed moving into another phase of the pandemic.
5. Standing Items
 - A. DEI Strategic Plan Update**
 - Trice Batson discussed training everyone in the college on the Diversity and Bias in the Search Committee Process.
 - B. Travel Authorizations**
 - LaJoyce Brooks to attend the Youth Apprenticeship in Action Conference at Trident Technical College in North Charleston, SC from April 4-5, 2022.
 - Maddie Isch to attend the Mi New Jobs Training Program Users Group in Lansing, MI on April 19, 2022.
 - Ian Salo to attend the Automate 2022 Conference in Detroit, MI from June 6-9, 2022.
 - Kelly Flinn to attend Johnson Controls training in Baltimore, MD from March 13-18, 2022.
 - Dan Mondoux to attend the Association for Institutional Research National Conference in Phoenix, AZ from June 6-9, 2022.
 - Tracy Labadie, Mark Dunneback, and Tanya McFadden to attend the MODAC State Meeting in Benton Harbor from April 7-8, 2022.
 - Alison Nord to attend the 2022 Teachers of Accounting at Two-Year Colleges (TACTYC) in Savannah, GA from May 19-21, 2022.
 - Patrick Joswick to attend the Healthcare Sterile Processing Association (HSPA)

- Conference in San Antonio, TX from April 23-27, 2022.
- Alisha Cederberg and Erin Annis to attend the MSFAA Board Retreat and Meeting in Plymouth, MI from March 24-25, 2022.
- Derrick Jones to attend the AVECO In-Person Conference (VA Benefits) in Arlington, VA (Washington DC area) from July 10-14, 2022.
- Dan Benard and Moriya Hurst to attend the AccrediCon for CoAEMSP in Louisville, KY from June 3-5, 2022.
- Billy Reynolds and Erin Shufro to attend the MLAD State meeting and Retreat in Petoskey, MI from June 9-10, 2022.

C. Grants Update

Awards

- **Irving S. Gilmore Foundation - \$5,000 one-time grant**
To support the Modern Warrior Live event planned for November 2022.
Charles Heidelberg is the project coordinator.

Proposal Update

- **USDA Local Food Purchase Assistance Cooperative Agreement Program – in partnership with Michigan Department of Education –\$2.7 million for two years – Selected as an MDE partner**

We were selected to be a partner with MDE to pursue this grant. Kalamazoo Valley would be a sub-recipient if funds are received by MDE. We are collaborating with MDE to submit a full grant application to the USDA.

The proposal is to support projects to purchase locally produced foods and distribute to rural, remote and underserved households within our region. Proposing to expand purchasing of local foods from farms within Southwest Michigan and to work with Valley Food Share, Kalamazoo Loaves & Fishes, Sprout BC (Battle Creek), Bronson Health Foundation, Valley's Community Culinary & Nutrition, and other community-serving organizations in Kalamazoo to reach vulnerable communities responsively.

Rachel Bair is the primary grant coordinator.

- **Grant Proposals for Consideration**

Michigan Health Endowment Fund – 2022 Nutrition & Healthy Lifestyles Grant - \$500,000 two-year grant

The proposal is to support a collaborative project focused on improving diet and income-related health outcomes in the Edison neighborhood. In partnership with the YWCA and the Kalamazoo Literacy Council, programming will focus on support gardens, nutritional education, farm-to-Early Care efforts, and workforce training for Early Care food service professionals.

A concept paper was submitted on March 23. If selected, an application would be due on May 2.

Rachel Bair is the primary grant coordinator.

- **U.S. Department of Labor – Strengthening Community Colleges Training Grant - \$1.6 million four-year grant for single institution or (up to) \$5 million four-year grant for consortium**

Grant is focused on accelerated learning strategies to support career pathway development through rapid reskilling, training and employment through targeted industry sectors, with a special focus on increasing equity for underrepresented and marginalized populations.

Application due June 2.

D. Personnel Updates – As of March 31, 2022

Hires

- Trystan Pion, Computing Support Technician, effective 3-1-22
- Gabrielle Vernon, Office Manager-Faculty Reception, effective 3-14-22
- Rebecca (Becky) Craft, Employee Benefits Manager, effective 3-21-22
- Charmelle Abdullah, MiLeap Program Manager, effective 3-14-22
- Jamilah Parker, MiLeap Program Navigator, effective 4-1-22

Transfer

- Michele McGowen, from PT Counselor to Interim Accessibility and Accommodations Liaison, effective 4-1-22
- Tyler Deau, from PT AV Aide to FT Computing Support Technician, effective 3-1-22

Retirement

- Katherine Ferraro, Sociology Faculty, effective 8-31-22
- Mark Sloan, Director of IT Services – ACC and BHLC, effective 6-30-22
- William Blair, Groundskeeper, effective 2-28-22

Resignation

- Anastacia Danoski, Systems Analyst/Developer, effective 3-4-22
- Jauwana Pitts, Employment Manager, effective 3-31-22
- Kate Helsen, Human Resources Specialist, effective 4-1-22
- Breana Smith, Senior Office Specialist-Strategic Business and Community Development, effective 5-6-22

Position Justification Forms

- Accessibility and Accommodations Liaison
- Human Resources Specialist
- Training and Development Coordinator
- Employment Manager
- Senior Office Specialist-Strategic Business and Community Development
- Research Support Specialist
- Food Hub Operations Coordinator
- PT Special Project Technician-Libraries
- Program Coordinator – KVAAP

Full Time Currently Posted/Active Positions

- Program Coordinator-KVAAP

- Utility Maintenance Specialist
- Custodian
- Patient Care Academy Instructor
- Instructional Manager – Wind Energy
- Director – Corporate Training
- Health Careers Laboratory Coordinator
- Public Safety Officer
- Employment Manager
- Food Hub Operations Coordinator
- Training and Development Coordinator
- Research Support Specialist
- Systems Analyst/Developer
- Human Resources Specialist
- Academic and Career Pathway Advisor

6. **Announcements and Updates**

- Banner upgrades, Ellucian updates, Zoom classrooms and door access upgrades are taking place.
- Preferred first name moving forward.
- Future Educators Dinner held April 4
- Arbor Day held April 29
- Phoenix High School students visiting our Texas Township campus.
- Career Fairs scheduled 4/12, 4/13 and 4/20
- Kalamazoo Valley Community College received dual certification as Veteran-Friendly Schools and MI Veteran Connector.
- Kalamazoo Valley Community College continues our COVID-19 (Coronavirus) cleaning efforts with the Bipolar Ionization system, continuous scrubbing/cleaning of the air.
- Legislative Luncheon scheduled for April 29.
- Faculty Summit scheduled for May 6 with key note speaker Amelia Leighton Gamel
- Application for Student Voices committee are being reviewed
- April 21 Culinary Student Competition at CAH
- April 26 Taps on Tuesday at BHLC
- June 3 Alumni Art Show at CNM
- Updating signage on college campuses
- CMS/EMT had successful site visits

Next Cabinet Meeting: April 19, 2022 at 8:00 am.