

**To:** Cabinet, Archives  
**From:** Sherry Weber  
**Subject:** Cabinet Minutes of April 19, 2022

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**Members Present:** Alexander, Batson, Bergan, Depta, Eagan, Jbara, Labadie, Lueth, Washington, Weber and Welsh  
**Members Excused:** Hilliard  
**Other Attendees:** Billy Reynolds, Deb Coates, Gail Fredericks, Erin Shufro, Mark Dunneback, Tanya McFadden, Alisha Cederberg, Mike Thompson, Aaron Snead

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1. The minutes of April 5, 2022 were approved as presented.
2. Aaron Snead, Mike Thompson and Tim Welsh provided Cabinet an overview of a proposed new email system for the college.
3. COVID-19 (Coronavirus) Response
  - Cabinet reviewed the Post Pandemic Return to Campus/Work Plan and discussed moving into the next phase of the pandemic.
  - Beginning on May 9, 2022, employees, students and visitors will no longer be required to wear a face covering while on any Kalamazoo Valley campus or in its buildings, including the Kalamazoo Valley Museum. Face coverings may still be required in specified areas where external entities or industry standards require them and have received approval from the President and the corresponding Cabinet-level representative.
  - Individual N95 masks are available to all employees by contacting Central Receiving.
  - The reported college-related infection rates remain low.
  - These changing conditions will also affect how we provide other health and safety protocols, including social distancing and use of room and office dividers. Beginning on May 9 and throughout the summer months, we will begin removing room and office dividers and transitioning the college to a full-capacity status where appropriate and possible.
  - Those who wish to continue to wear a face covering are encouraged to do so. We expect that regardless of the personal decision of others, all will be treated with dignity and respect.
4. Standing Items
  - A. DEI Strategic Plan Update**

Trice Batson discussed a handout outlining the Diversity, Equity, Inclusion 2021-2023 Strategic/Tactical Plan highlighting three areas of concentration.

    - Foster the continued growth of underrepresented backgrounds in the presence of faculty and staff.
    - Promote faculty and staff awareness of diversity and inclusion.
    - Educate and promote standards of inclusion for equitable treatment of all individuals.

## **B. Travel Authorizations**

- Apryl Scheffler-Martin to attend the MIACADA 2022 Conference at Wayne State University in Detroit, MI from May 19-20, 2022.
- Brian Lueth to attend the NACUBO annual meeting in Denver, CO from July 15-19, 2022.
- Ian Salo to attend the Fanuc Robotics certification training in Rochester, MI from July 24-27, 2022.

## **C. Grants Update**

### **Awards**

- No new award to report.

### **Proposal Update**

- **Michigan Fitness Foundation SNAP-Ed Community Impact Grant - \$115,000 - \$150,000 grant**

We have been a sub-recipient of this grant for the past three years, in partnership with Bronson Health. Our portion of the grant has become too large to remain as a sub-recipient. This grant will allow work to continue by both Career and Continuing Education and the Food Innovation Center to provide free culinary education to our community area teens.

Grant applications are due April 21, 2022.

Kate Miller is the primary grant coordinator.

## **D. Personnel Updates – As of April 13, 2022**

### **Hires**

- Nayah Wiley, Health Careers Laboratory Coordinator, effective 4-4-22
- Donald Barbee, Custodian, effective 4-11-22

### **Transfer**

- Jeff Sobolewski, from PT Valley Hub Logistics Tech/Lab Assistant, to Food Hub Operations Coordinator, effective 4-1-22

### **Retirement**

### **Resignation**

- Brittany Williams, Collections Registrar, effective 4-15-22
- Kara Marfia, Systems Analyst/Developer, effective 4-25-22
- Melody Woods, Program Coordinator, effective 4-29-22

### **Position Justification Forms**

- Groundskeeper – PT
- Lifeguard – PT
- Program Coordinator – Career and Continuing Ed
- Director of Facilities and Construction Management Services
- Community Group and Summer Camp Specialist - PT

### **Full Time Currently Posted/Active Positions**

- Program Coordinator – Career and Continuing Ed
- Program Coordinator-KVAAP
- Utility Maintenance Specialist

- Custodian
- Patient Care Academy Instructor
- Instructional Manager – Wind Energy
- Director – Corporate Training
- Public Safety Officer
- Employment Manager
- Food Hub Outreach and Communications Coordinator
- Training and Development Coordinator
- Research Support Specialist
- Systems Analyst/Developer
- Human Resources Specialist
- Academic and Career Pathway Advisor
- Senior Office Specialist

#### 5. **Announcements and Updates**

- Tuition rate was approved at the April Board of Trustee meeting.
- Faculty Summit scheduled for May 6.
- MODAC Trends is offering a free Equity and Inclusion Seminar on May 12. Contact Tracy Labadie for link to sign up.
- Kalamazoo Valley Museum is expanding its openings. Starting on May 9 they will be open 6 days a week and no sign up is needed to enjoy the museum.
- Summer camps are filling up and preparation is underway.
- Many activities are happening around all campuses for April is Community College month.

**Next Cabinet Meeting: May 17, 2022 at 8:00 am.**