

To: Cabinet, Archives
From: Tracy Labadie
Subject: Minutes of May 17, 2022

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

Members Excused: Weber

Other Attendees: Alisha Cederberg, Deb Coates, Mark Dunneback, Gail Fredericks, Patrick Joswick, Kathy Johnson, Tanya McFadden, Amy Reynolds, Billy Reynolds, Erin Shufro

1. The minutes of April 19, 2022 were approved as presented.
2. Jeff Ling of Evergreen Solutions joined the group via phone to facilitate a discussion regarding the Classification and Compensation study. The discussion focused on understanding where the college is compared to the market and what the vision is for moving forward.
3. Patrick Joswick provided an overview of the proposed Holistic Admissions Process for the LPN and Nursing programs.
4. Tracy Labadie reviewed a new proposed procedure – HLC Process for New and Updated Programs. Cabinet will review for a vote at the June 7, 2022 Cabinet Meeting.
5. COVID-19 (Coronavirus) Response.
 - The college shifted to phase 2.75 on May 9. The group reviewed how things are going and discussed initial questions that surfaced during the transition.

6. Standing Items

A. DEI Strategic Plan Update – Trice Batson

The Understanding Bias in the Hiring Process training continues to be offered every month. The next one is scheduled for May 25, 2022 and 10 people have registered for this session. As of March 1, 2022, over 100 participants have completed the training.

Trice has started the process of reviewing and updated the 2023-2027 DEI Strategic Plan.

B. Travel Authorizations

- Vic Ledbetter to attend the NOBLE Annual Training Conference in Orlando, FL from July 22-27, 2022.
- Tracy Labadie to attend the MODAC meeting in Muskegon, MI from June 2-3, 2022

- Lizzie Luchsinger to attend The Advanced Culinary Medicine and Healthcare Summit at the University of Montana on August 13, 2022.
- Crystal Van Pelt and Sara Tanis to attend the TPM Academy in Lansing, MI from April 26-27, 2022
- Ian Salo to attend FANUC certification training in Detroit, MI from August 7 to August 11, 2022.
- Ezra Bell and Levi Funk to attend the Black Boys and Men Symposium at GVSU at the Amway Grand Plaza in Grand Rapids, MI from on June 9-10, 2022. Russ Panico has vetted six students to attend with them as well.
- Russ Panico to attend the NJCAA Region 12 Athletic Directors meeting at North Central Michigan College in Petoskey, MI from June 13-15, 2022.

A. Grants Update

Grant Application Declined - 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.

B. Personnel Updates – As of May 6, 2022

Hires

- Kendall Walker, Program Coordinator-KVAAP, effective 4-21-22

Transfer

- Kelly Reed, from Academic and Career Pathway Advisor to Director – Corporate Training effective 5-2-22

Retirement

Resignation

- D’Char Clayton, Custodian, effective 5-2-22
- David Feutz, Full-Time HVAC Faculty, effective 8-31-22

Position Justification Forms

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Full Time Currently Posted/Active Positions

- Full-Time HVAC Faculty
- Program Coordinator – Career and Continuing Ed
- Utility Maintenance Specialist
- Custodian
- Patient Care Academy Instructor
- Instructional Manager – Wind Energy
- Public Safety Officer
- Employment Manager
- Food Hub Outreach and Communications Coordinator
- Training and Development Coordinator
- Systems Analyst/Developer
- Human Resources Specialist

- Academic and Career Pathway Advisor
- Senior Office Specialist
- Director of Facilities Services

7. Announcements and Updates

- Tim Welsh provided an updated regarding the security incident. The IT team is working with two consultants to investigate the situation and review all systems for security concerns. This will take some time to work through. Information will be communicated to the college community as it becomes available. All in-person courses and in-person portions of hybrid courses will continue as scheduled. Online courses are cancelled until further notice. The college is still open and providing support services to students and guests.
- Paige Eagan recognized the good work by Deb Coates with the EMC Celebration. We have 700 EMC students this year and 118 graduated on May 11, 2022.
- Paige Eagan recognized the hard work done by Billy Reynolds and Julie Stotz-Gosh for the poetry reading and contest held last week. It was nicely done.
- Paige Eagan also shared that Erin Shufro is organizing connection events with the Kalamazoo Growlers. There will be employee tickets available to attend an upcoming game and she has arranged for Kalamazoo Valley to have an informational table set up at the June 1, June 2 & June 6 games.
- Tracy Labadie asked that all contracts be sent to her for review.
- Tanya McFadden shared that Chef Cory Barrett will be leaving the college at the end of the summer to open his own restaurant in Iowa. We wish him well on this new endeavor and will miss him greatly.
- Linda Depta reminded the group of the Alumni Art Show to be held on June 3, 2022.
- Billy Reynolds is arranging a special Artist Forum to be held at AWH on June 3, 2022 with distinguished alumna NoViolet Bulawayo, a recent Booker Prize nominee. There will be a luncheon with special guests and a reading at 5:00 pm from her new book "Glory".

Next Cabinet Meeting: June 7, 2022 at 8:00 am.