

To: Cabinet, Archives
From: Tracy Labadie
Subject: Minutes of August 2, 2022

Members Present: Alexander, Batson, Bergan, Depta, Eagan, Hilliard, Labadie, Lueth, Washington and Welsh
Members Excused: Jbara
Other Attendees: Allison Moore

1. The minutes of July 5, 2022 were approved as presented.

2. CMOP Review and Updates
 - The new CMOP Template was approved
 - The members reviewed six CMOP updates for approval:
 - CMOP 2040 Procurement – Approved
 - CMOP 2050 Solicitation of Funds and Gifts – Approved
 - CMOP 2060 Travel – Approved
 - CMOP 2090 Non-Supplanting – Approved
 - CMOP 2030 not ready for review yet. This was one was placed on the agenda in error and will be brought forward for review at a future meeting.
 - CMOP 4050 Leaves of Absence – Approved

 - Discussion regarding potential new CMOPs.
 - Animals on Campus
 - Agreed that this should be a CMOP.
 - Dannie Alexander & Paige Eagan will draft the CMOP.
 - Drug-Free Campus/Workplace
 - Agreed that this should be a CMOP
 - Aaron Hilliard, Dannie Alexander, Paige Eagan and Nkenge Bergan will draft the CMOP.
 - Requests from Legal Authorities
 - Does not need to be a CMOP, but agreed that an updated procedure is needed.
 - Tracy Labadie will draft the procedure.
 - Smoking and/or Use of Tobacco –
 - Agreed that this should be combined with the Drug-Free Campus/Workplace CMOP.
 - Use of Institutional Property and Services
 - Agreed that this should be a CMOP and have a corresponding procedure in the employee handbook.
 - Paige Eagan, Dannie Alexander and Aaron Hilliard will draft the CMOP and procedure.
 - Operations During Inclement Weather
 - Does not need to be a CMOP, but agreed that an updated procedure is needed.

- Dannie Alexander, Paige Eagan and Linda Depta will draft the procedure.
- Handling Hazardous Materials
 - Agreed that this should be a CMOP
 - Dannie Alexander, Paige Eagan and Aaron Hilliard will draft the CMOP.
 - Will also look into establishing an annual required training for all employees.
- Payroll (Similar to CMOP 2040 Procurement) –
 - Agreed that this should be a CMOP with corresponding procedures.
 - Brian Lueth and Aaron Hilliard will draft the CMOP and review existing procedures.

3. Strategic Plan Goals

The group reviewed proposed strategic goals, discussed the strategic plan development and next steps.

4. COVID-19 (Coronavirus) Response.

- There are no anticipated changes to protocols at this time. The college will continue to communicate college protocols over the next several months.

5. Standing Items

A. DEI Strategic Plan Update – Trice Batson

Trice provided an update on the Bias in the Search Committee Training. As of last week, 98 employees have completed the training since March. Trice will begin communications and discussions to raise awareness of the disparity in faculty and staff demographics in comparison to Kalamazoo County demographics.

B. Travel Authorizations

- Evan Pauken, Erin Dominianni, Alisha Cederberg, Angela Marsh-Peek; Target X/Liaison MI Higher Ed Summit, August 11, 2022 in East Lansing, MI
- Kelly Sparrow, Sarah Hubbell; Aspire 2022 Ad Astra Conference, October 8-12, 2022 in Kansas City, MO
- Evan Pauken, LaJoyce Brooks; MCCA Leadership Academy, September 2022 – July 2023
- Jessica Brinks; Governors Highway Safety Association Annual Meeting, September 17-21, 2022 in Louisville, KY
- LaJoyce Brooks; CareerWise National Youth Apprenticeship Summit, August 10-11, 2022 in Denver, CO (travel covered by KPS – PAYA grant)
- Susan Pearson; American Association for Respiratory Care (AARC) Summer Forum Conference, July 25-28, 2022 in Palm Springs, CA
- Aaron Ross; Brewing Summit 2022, August 14-16, 2022 in Providence, RI
- Alisha Cederberg; MASFAA Board Retreat, August 1-2, 2022 in Minneapolis, MN
- Alisha Cederberg, Erin Annis; MASFAA Annual Conference, October 16-19, 2022 in Dearborn, MI
- Paige Eagan; MCCCCAO Meeting, August 11-12, 2022 in Benton Harbor, MI

- Cheryl Almeda; National Council for Teachers of English, November 16-20, 2022 in Anaheim, CA
- Joe Wagner; NISOD 2023 International Conference on Teaching & Leadership Excellence, May 24-27, 2023 in Austin, TX
- Linda Depta; Michigan Community College Foundation Executives Conference, August 25-26, 2022 in Detroit, MI

C. Grants Update

State of Michigan Department of Labor and Economic Opportunity – Reconnect and F4F Wraparound Support Grant - \$311,784.94 one-time only grant

As part of the State's budget allocations, the Michigan Department of Labor and Economic Opportunity will provide a total of \$6 million in grants to eligible institutions for participants of the Michigan Reconnect and Futures for Frontliners scholarship programs. The purpose of the funds is to promote persistence and completion by providing additional financial support for participants in an effort to remove barriers such as transportation, books, housing, broadband, childcare and food. Once the funds are received by the State, the college will have one year to distribute the funds to eligible students. Individual awards cannot exceed \$500 for the academic year.

Alisha Cederberg will be the primary grant coordinator.

D. Personnel Updates – As of July 27, 2022

Hires

- Joshua Sprow, Systems Analyst/Developer, effective 6-7-22
- Sharon Jackson, Senior Office Specialist, effective 7-18-22
- Kevin Wright, Biology Faculty, effective 8-31-22
- Lauren Prister, Biology Faculty, effective 8-31-22
- Rachael Ferguson, Psychology Faculty, effective 8-31-22
- Diane Roushangar, Sociology/Anthropology Faculty, effective 8-31-22

Transfer

- Kristin Tullis, from PT to FT Chemistry Faculty, effective 8-31-22
- Peter Grohs, from PT to FT EDMT Faculty, effective 8-31-22
- Amy Longcore, from PT to FT Math Faculty, effective 8-31-22
- Shelley DeLeeuw, from PT to FT Math Faculty, effective 8-31-22

Retirement

- Allan Reynolds, Custodian, effective 6-30-22

Resignation

- Nathan Michanowicz, Database Analyst, effective 6-9-22
- Roxie Swank, Academic and Career Pathway Advisor, effective 7-14-22
- Coty Dunton, Director of Student Life, effective 7-31-22
- Jordan Wilson, Gallery Coordinator, effective 7-31-22
- Sherry Weber, Executive Assistant to the President/Board Secretary, effective 7-31-22
- Kimberly Bonenfant-Juwong, Academic and Career Pathway Advisor, effective 8-1-22
- Jamilah Parker, Program Navigator for MiLeap, effective 8-4-22

- Megan Roe, Cardio Respiratory Faculty, effective 8-31-22
- Kathy Kerstetter, Business Faculty, effective 8-31-22
- *Update, the following scheduled new hire rescinded their acceptance: Jose Mino Lara, Training and Development Manager, effective 7-5-22*

Separation

- Tracey Corbett, Student Employment Relations Liaison, effective 6-30-22

Position Justification Forms

- Manager of Institutional Reporting
- Director of Institutional Effectiveness
- Director of Accreditation and Compliance
- Executive Assistant to the President/Board Secretary
- PT Computer Lab Assistant
- PT Student Ambassador
- PT Public Safety Officer
- PT Security Officer
- Academic and Career Pathway Advisor - KVAAP
- RCP Faculty - Director of Clinical Education
- Systems Analyst
- Administrative Assistant - Promise

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
- Academic and Career Pathway Advisor
- Director of Facilities Services
- Exhibit Technician, Designer, Fabricator
- Manager of Exhibits and Interactive Experiences
- Manager of Institutional Reporting
- Director of Institutional Effectiveness
- Director of Accreditation and Compliance
- Executive Assistant to the President/Board Secretary
- RCP Faculty - Director of Clinical Education
- Systems Analyst/Developer
- Collections Registrar
- Special Assistant to the Provost and Associate Vice President for Student Development Services
- Planetarium Specialist

6. Announcements and Updates

- The college is preparing for a shift to multi-factor authentication. Multi-mode classrooms and theater upgrades are nearing completion.
- The “Get It Done” event at AWH was well attended. 156 students were served, 32 of whom were drop-ins.
- There will be mental health first aid for higher education training on August 11, 2022. August 18, 2022 will be the next Bias in the Search Committee training. There is a community LATINX Festival on August 28, 2022 and Art Hop will have a LATINX exhibit this weekend (August 5).
- Student Development Services are preparing a splash of events for the first week of class. Events will be held on September 7, 8 & 9, 2022 at each campus. The college will still have Cougar Kick-Off. The focus will be on raising awareness of student resources. Contact Nkenge Bergan or SDS Staff if a student needs assistance with connected with resources or support services.
- There will be a Beyond the Backpack event on August 13, 2022 at Bronson Park.
- Fall Summit will be held in-person and proposals for sessions are still being accepted.

Next Cabinet Meeting: August 16, 2022 at 8:00 am.