

To: Cabinet, Archives
From: Tracy Labadie
Subject: Minutes of August 16, 2022

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

Members Excused:

Other Attendees: Evan Pauken

1. The minutes of August 2, 2022 were approved as presented.
2. Strategic Planning discussion to determine defining statements for the three proposed strategic plan goals.
3. 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. Info was included in the August 15, 2022 KV Focus Plus.

4. Standing Items

A. DEI Strategic Plan Update – Trice Batson

Training opportunities are on-going.

B. Travel Authorizations

- Heather Lehman, Regina Gorham and Julie Bunke to attend the annual Michigan Museum Association's Conference on Mackinaw Island from October 10 - 12
- Jessica Brinks to attend the Alert International Standards and Training Conference in Charlotte, NC from October 2 - 6 instead of the previously approved Governors Highway Safety Association Annual Meeting in Louisville, Kentucky from September 17 - 21
- Bill Kring to attend Fanuc Training in Rochester Hills, MI from August 15 – 18

C. Grants Update

No updates.

D. Personnel Updates – As of August 10, 2022

Hires

- Aaron Williams, Academic and Career Pathway Advisor, effective 8-15-22
- Olivia Ford, Exhibit Technician, Designer, Fabricator, effective 8-8-22
- Julie Bunke, Manager of Exhibits and Interactive Experiences, effective 7-26-22

Transfers

- Dan Mondoux, from Director of Research, Accreditation and Compliance to Manager of Institutional Reporting, effective 7-1-22
- Evan Pauken, from Director of Student Retention and Completion to Director of Institutional Effectiveness, effective 8-1-22
- Allison Moore, from Associate Director of Accreditation and Continuous Quality Improvement Initiatives to Director of Accreditation and Compliance, 8-1-22
- Charmelle Abdullah, from Mi-LEAP Program Manager to Program Coordinator – Career and Continuing Education, effective, 8-15-22

Retirements

None

Resignations

None

Position Justification Forms

- Campus Exhibit Coordinator
- Food Hub Logistics Technician
- Mi-LEAP Program Manager
- Mi-LEAP Program Navigator
- Academic and Career Pathway Advisor
- Volleyball Game Workers – Seasonal
- Head Softball Coach
- Assistant Men's Basketball Coach

Full Time Currently Posted/Active Positions

- Full-Time HVAC Faculty
- Program Coordinator – KVM
- Utility Maintenance Specialist
- Custodian
- Patient Care Academy Instructor
- Instructional Manager – Wind Energy
- Academic and Career Pathway Advisor – KVAAP
- Academic and Career Pathway Advisor
- Director of Facilities Services
- 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
- Accessibility and Accommodations Liaison
- Administrative Assistant

5. Announcements and Updates

- IT continues to rebuild systems.
- A new cohort of the Police Academy is starting next week. The Academy is at full enrollment.
- The Wind Academy will be doing a Train-the-Trainer Wind session for a contingency from Vietnam.
- Kalamazoo Valley Vibe Fest will be held on September 7 at TTC, September 8 at AWH and September 13 at CAH. This Fall Kick-off will include local vendors, clubs and organizations, college resources and entertainment.
- Spirit Week is being planned for the beginning of the second 12-week term of the Fall semester.
- August 16 is the tuition deadline for the Fall semester. Financial aid students have temporary holds on their accounts until the college is able to work through system challenges. Communications have been sent out to students.
- There is a new funding opportunity coming from the state focused on helping institutions build bridge programs. More information to come soon.
- August 16 and August 17, returning and new EMC students will be on campus for orientation.

Next Cabinet Meeting: September 6, 2022 at 8:00 am.