

**To:** Cabinet, Archives  
**From:** Tracy Labadie  
**Subject:** Minutes of September 6, 2022

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

**Members Excused:**

**Other Attendees:** Evan Pauken, Allison Moore

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1. The minutes of August 16, 2022 were approved as presented.
2. Tim Welsh presented an update on the IT Master Plan and Evan Pauken presented an update on Board End Policy 404.
3. Tracy Labadie and Evan Pauken presented the 2023 – 2027 Strategic Plan for final review.
4. Allison Moore provided an update on the CMOP review.
5. Allison Moore presented draft CMOPs for Cabinet Review and Approval
  - CMOP 6120 Preferred Name (Trice Batson) – Recommendation to change the title to “Preferred First Name” and change the number to align with other general CMOPs that are employee and student focused. Approved with recommended changes.
  - New CMOP for Payroll (Aaron Hilliard & Brian Lueth) – Recommendation for minor language changes and assigning an appropriate CMOP number to place it in the Human Resources category. Approved with recommended changes.
6. Dannie Alexander presented an update on the Crisis Management Team and an overview on corresponding response processes.
7. Discussion regarding public health response. New wellness website is live. Compliance related items from the Corona virus web page have been moved to the transparency web page.
8. Discussion regarding college-wide events. Agreed to create an annualized calendar of events we will coordinate or work in collaboration with to help organize our efforts and allow us to prioritize and to be strategic with our efforts. A team will be pulled together to include Marketing, DEI, Student Development Services, HR, Event Planning, and IT. A focus on collecting and measuring impact will be included in the team efforts.

## 9. Standing Items

### A. DEI Strategic Plan Update (Trice Batson)

Continue to make good progress on the three DEI goals.

- Bias in the Search Committee Training sessions at Summit went well.
- Representatives from St. Augustine University of North Carolina visited campus last week and we are in conversation regarding an articulation agreement.
- Will be relaunching the Safe on Campus program in October.
- Developing an on-demand training option. Looking at third party virtual training options to supplement the training we do in-house.

### B. Travel Authorizations

- i. Russ Panico to attend the Fall NJCAA Region 12 Athletic Director's Meeting at Hocking College in Ohio on September 25 – 27, 2022.
- ii. Nkenge Bergan and Angela Marsh-Peek to attend the NACADA Annual Conference in Portland, OR on October 23 – 26, 2022.
- iii. Tracy Labadie and Kelly Reed to attend the TRENDS in Occupational Studies Conference in Traverse City, MI on October 12 – 14, 2022. Tracy's travel will be covered by the Perkins Local Leadership grant.
- iv. Ben Bylsma and Rosie Florian to perform GAP audits for member farms in Chicago, IL on August 28 – 30, 2022. Travel expenses are covered by the Michigan Gap Network.
- v. Tom Sutton to attend the American Clean Power Conference in Las Vegas, NV on September 7 – 9, 2022.
- vi. Mark Reed, Steve Crawford and Planetarium Support Person (currently posted) to attend the Great Lakes Planetarium Association Annual Conference in Buffalo, NY on October 18 – 22, 2022.
- vii. Travel Using Staff/Administrator Development Funds:
  1. Madeline Isch to attend the Project Management Institute Global Summit in Las Vegas, NV on December 1 - 3, 2022.
  2. Alisha Cederberg and Erin Dominianni to attend the Institute for Student Services Professionals Conference in Austin, TX on November 13 - 15, 2022.
  3. Amy Mulhall and Scott Hall to attend the Michigan Council of the Society for Human Resource Management Conference in Grand Rapids, MI on October 19 - 21, 2022.
  4. Sarah Thomas and Charlie Fuller to attend the Equip Exposition in Louisville, KY on October 18 - 21, 2022.
  5. Allison Moore to attend the Council on Accreditation for Two-Year Colleges Conference in Indianapolis, IN on September 25 - 27, 2022.
  6. Allison Moore, Tracy Labadie, Paige Eagan, Billy Reynolds, Kevin Dockerty and Anna Fontaine to participate in the Assessing General Education virtual workshop hosted by the Higher Learning Commission on September 22 - 23 and 29 - 30, 2022.

C. Grants Update (Tracy Labadie)

**Decisions**

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

The proposal was 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.

**Michigan Department of Health and Human Services – Virtual Simulation Technologies in Nursing Education Grant - \$3,432.00 one-time grant awarded.**

This grant will be used to implement the Shadow Health simulation software in the nursing simulation lab to enhance clinical judgment for nursing students. Shadow Health provides assigned simulation scenarios that is in congruence with the learning objectives of the clinical course. Patrick Joswick is the grant coordinator.

**New Opportunity**

**Central Oregon Community College National Engineering and Vehicle Technology Exchange NSF-ATE Grant – Up to \$125,000 three-year grant project**

This is a consortium grant with Central Oregon Community College and Ferris State University to establish electric vehicle degrees and/or certificates to advance our current automotive technology program. If awarded, the college will receive up to \$125,000 and mentoring to develop the curriculum and purchase needed equipment.

D. Personnel Updates – As of August 31, 2022

**New Hires**

Benjamin Herbert, Academic and Career Pathway Advisor, effective 8-22-22

Jeffrey Keyes, Utility Maintenance Specialist, effective 8-29-22

Lucas Howell, HVAC Faculty, effective 8-31-22

**Transfers**

Michele McGowen, Access and Accommodations Liaison (from interim to ongoing), effective 8-1-22

Nkenge Bergan, Special Assistant to the Provost and Associate Vice President for Student Development Services (from interim to ongoing), effective 9-17-22

**Resignations**

Brian Durnil, Custodian, effective 8-19-22

Cory Barrett, Culinary Faculty, effective 8-31-22

Tom Howes, Exhibits Technician, Designer, and Fabricator, effective 9-6-22

### **FT Currently Posted/Active Positions**

Program Coordinator – KVM  
Utility Maintenance Specialist  
Custodian  
Patient Care Academy Instructor  
Instructional Manager – Wind Energy  
Academic and Career Pathway Advisor – KVAAP  
Director of Facilities Services  
RCP Faculty - Director of Clinical Education  
Collections Registrar  
Planetarium Specialist  
Mi-LEAP Program Manager

### **Position Justification Forms**

EDMT Lab Manager  
Computer Support Technician

### 10. Announcements and Updates

- IT is working to correct email delivery issues experienced on the morning of 9/6/22.
- IT is working on replacing laptops and port replicators.
- The college is exploring new software that may be used for registration in the community education, workforce training and other areas of the college that may not use Banner, such as camps and events. A team will be pulled together to evaluate options and bring forward a recommendation.
- Reminder to please provide feedback regarding the Fall Summit by completing the survey.
- The Compensation and Classification Study is progressing on schedule. Evergreen is currently surveying compensation of other institutions.
- Updates have been made to the ADA and FMLA processes. New forms have been implemented to support the processes.
- Fundraising event for SHARE at the Farmer's Market on Saturday.
- Digital and virtual national manufacturing month campaign will launch in October.
- KVM will be hosting a Henrietta Lacks program including a play about her life.
- Opportunities For Education is on September 22<sup>nd</sup> at the Food Innovation Center. Please consider purchasing tickets and/or a sponsorship package.
- Everyone is asked to remove window coverings on office doors by September 15<sup>th</sup>.
- October mental health awareness opportunities – African American Mental Health Symposium and Mental Health First Aid (October 21).
- Still looking for help with Welcome Tables, please consider signing up for a time.
- Vibe Fest is this week (9/7, 9/9 & 9/13) to kick off the semester.
- Please remember to use the President Event Request form for requests for Dr. Washington to attend and/or speak at events. The form may be found on the Employee Portal.

**Next Cabinet Meeting: September 20, 2022 at 8:00 am.**