

To: Cabinet, Archives
From: Tracy Labadie
Subject: Minutes of September 20, 2022

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

Members Excused:

Other Attendees:

1. The minutes of September 6, 2022 were approved as presented.
2. Dannie Alexander presented an update on the Crisis Management Team/ Area Leaders processes.
3. Discussion regarding public health response. There are still COVID-19 testing kits available. Distribution dates and times will be determined and announced in the near future. The college is also looking into securing a partnership to offer a vaccination clinic.
4. Standing Items
 - A. DEI Strategic Plan Update (Trice Batson)

No report.
 - B. Travel Authorizations
 - i. FIC Team to explore three Washtenaw County operations that focus on food security, food access and urban farming on Friday September 16. FIC Staff participants include: Rachel Bair, Ben Bylsma, Rosie Florian, Austin Wertheimer, Jeff Sobolewski, Josh Bartz, Crystal Van Pelt, Hristina Petrovska, Sara Tanis, Kara Smith, Emily Demorest, Ryan Sink, Hunter Keith, Thomas Clancy, Cheryl Jones, Robyn Schieber (approval being requested through Dannie). Operations being visited include:
 - a. Argus Farm Stop, Ann Arbor
 - b. Growing Hope, Ypsilanti
 - c. The Farm at St. Joe's, Ypsilanti (St. Joseph Mercy Hospital)
 - ii. Bruce Panches to attend the National Communication Association Convention in New Orleans, LA on November 16 - 21, 2022 (from faculty development).
 - iii. Kevin Dockerty (from faculty development) and Billy Reynolds (requested from Admin Dev funds) to attend the National Collegiate Honors Conference in Dallas, TX on November 2 - 6, 2022.
 - iv. Mark Dunneback to attend the virtual Aspire 2022 Annual Users Conference for Ad Astra on November 10-12, 2022.
 - v. Ola Johnson attended the NCTA 2022 Conference in Chicago, IL on August 15-17, 2022, including the first-time attendees session on August 14, 2022.

- vi. Sarah Hubbell to attend the MACRAO Annual Conference in Frankenmuth, MI on November 15 - 18, 2022.
- vii. Christine Gearig to attend the 2022 Great Lakes Regional CISCO Academy Conference in Dearborn, MI on October 5 - 6, 2022.
- viii. Dorinda (Dee) Loucks to attend the Medical Assistant Annual Conference in Myrtle Beach, SC on October 21 - 24, 2022.
- ix. Natalie Lovely to attend Changing How We Feel by Changing How We Think in Kalamazoo, MI on October 11, 2022.
- x. Lisa Winch, Sheila Eisenhauer, Mark Sigfrids, Mike Roty, Dan Stevens, Daniel Cunningham and Chris Cockerel to attend the MichMATYC Annual Conference at Oakland Community College - Auburn Hills Campus on September 20 - October 1, 2022.
- xi. Kevin Fuchs, Tim Erskine, Irene Kivinen, Karine Veileux and Sabine Lenzner to attend the MIWLA (Michigan World Language Association) Conference in Lansing, MI on October 20 – 21, 2022.
- xii. Paige Eagan, Mark Dunneback, Tanya McFadden, Bethann Talsma, Chris Gearig, Martin Adams and Denise Lindsley to attend the TRENDS in Occupational Studies Conference in Traverse City, MI on October 12 – 14, 2022. Expenses will be covered by the Perkins Grant.

Travel Using Staff/Administrator Development Funds

- Cathy Igea Colella to attend the Institute for Student Services Professionals in Austin, TX on November 13 - 15, 2022.

C. Grants Update (Tracy Labadie)

- The college will be applying for a \$225,000 USDA Farm Innovation Grant. We will be applying for funding in partnership with Benton Harbor Fruit Market and Eastern Market Corporation to expand our supply network of farms in Southwest Michigan. Rachel Bair is the grant coordinator.
- The college will be pursuing a \$200,000 MDARD Farm Innovation Grant as part of the Food and Agriculture Service Learning Program. We will apply in partnership with the Kalamazoo Nature Center. These funds would allow us to expand connections with growers in Southwest Michigan to increase available food supply to meet demand. Rachel Bair is the grant coordinator.

D. Personnel Updates – As of September 14, 2022

New Hires

Jason Ramsey, Respiratory Care Faculty, 8-31-22

Samual Porter, Custodian, effective 9-12-22

Jeffrey Blackport, Custodian, effective 9-12-22

Resignations

Sabrina Kooy, Student Strengths Development Manager, effective 9-22-22

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
Director of Facilities Services
Collections Registrar
Planetarium Specialist
Mi-LEAP Program Manager
Systems Analyst/Developer
Administrative Manager - President's Office
Machine Tool Lab Operations Manager

Position Justification Forms

Administrative Manager - President's Office
PT Student Services Assistant

5. Announcements and Updates

- The bi-polarization system installation has been completed at TTC. The team is now working on installation at the downtown facilities.
- There has been a good response to the OFE event scheduled for Thursday, September 22nd.
- Some employees fell victim to recent phishing attempts that resulted in a slowdown in Zimbra performance. IT is working on clearing these up.
- The second 12-week term starts tomorrow, September 21st.
- The business office is preparing to launch the budget process for the 23-24 fiscal year. There will be some changes to how we collect capital requests with an earlier submission date to allow for adequate collection of information and reviews.
- The staff at the University Center are happy to be back in full swing and are making good connections with students, faculty and staff.
- There will be a Mental Health First Aid session at the CAH on October 21st.
- There will be a community African-American Mental Health Symposium on October 14th. Contact Trice Batson if interested in attending.
- Planning for commencement is underway.

Next Cabinet Meeting: October 18, 2022 at 8:00 am.