

To: Cabinet, Archives
From: Tracy Labadie
Subject: Minutes of November 1, 2022

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

Members Excused:

Other Attendees: Don Benthin, Deb Coates, Anna Fontaine, Allison Moore, Evan Pauken, Billy Reynolds

1. The minutes of October 18, 2022 were approved as presented.
2. Paige Eagan, Deb Coates and Evan Pauken presented an update on the Academic Master Plan and Board Ends Statements BP 403, BP 405 & BP 409.
3. Allison Moore, Paige Eagan, Tracy Labadie, Billy Reynolds, and Anna Fontaine presented an update on the General Education assessment work and presented a proposal to review and update the college Institutional Learning Outcomes.
4. Dannie Alexander and Don Benthin presented an update on the Emergency Response Plan.
5. Allison Moore provided an update on preparations that are underway to prepare for the college's reaffirmation of accreditation.
6. The group reviewed and approved the following revised and new CMOPs:
 - a. CMOP 2073 Hazardous Material Communication Program (New CMOP) – Dannie Alexander
 - b. CMOP 4100 Social Security Number Privacy Rights – Paige Eagan & Aaron Hilliard
 - c. CMOP 5020 Copyright Compliance – Paige Eagan & Aaron Hilliard
 - d. CMOP 6070 Student Insurance – Paige Eagan
 - e. New CMOP (number to be assigned) Use of Institutional Property and Services – Dannie Alexander
7. The group reviewed potential new CMOPs that are needed to meet compliance requirements. These include vaccines and faculty qualifications.
8. Allison Moore provided an update on the committee process. A reminder that information and forms may be found on the employee portal.
9. Linda Depta and Dannie Alexander provided an update on the Automotive New Building and Skilled Trades Careers Expansion Project.
10. The group reviewed the 2023 Holiday Calendar and 2024 Draft Holiday Calendar.

11. Discussion regarding public health response. No new updates.

12. Standing Items

A. DEI Strategic Plan Update (Trice Batson)

235 people have now completed the Bias in Search Committee training. It has been observed that search committee members are addressing their biases.

B. Travel Authorizations

- i. Evan Pauken Ben Herbert and Natalie Lovely to attend the Michigan College Access Network Conference in Mount Pleasant, MI on November 9 – 10, 2022.
- ii. Rosie Florian, Jeff Sobolewski and Kyle Mitchell to attend the “Pack Expo” in Chicago, IL on October 24, 2022.
- iii. Paige Eagan, Allison Moore, Tracy Labadie, Kelly Reed, Deb Coates & Anna Fontaine to attend the HLC Conference in Chicago, IL on March 25 – 28, 2023.
- iv. Tracy Labadie to attend the National Association of Presidential Assistants in Higher Education Annual Conference in Washington, DC on April 12-14, 2023.
- v. Ana Abendschein and Amy Shreve to attend the Michigan Community College Student Services Association Fall Conference in Petoskey, MI on October 5 – 7, 2022.

C. Grants Update (Tracy Labadie)

No report.

D. Personnel Updates – As of October 26, 2022

New Hires

Christy Kincaid, KVM Collections Registrar, effective 10-17-22

Kurt Seckel, Custodian, effective 10-19-22

Transfer

Ana Abendschein from Academic and Career Pathway Advisor to KVAAP Academic and Career and Pathway Advisor, effective 11-7-22

Resignation

Emilee (Abby) Gibson-Howe, Academic and Career Pathway Advisor, effective 11-4-22

Separated

Calvin Williams, Custodian, effective 10-11-22

FT Currently Posted/Active Positions

Custodian

Patient Care Academy Instructor
Instructional Manager – Wind Energy
Academic and Career Pathway Advisor
Director of Facilities Services
Mi-LEAP Program Manager
Systems Analyst/Developer
Administrative Manager - President's Office
Administrative Assistant - President's Office
Machine Tool Lab Operations Manager
Employment and Training Manager
Brewery Operations and Maintenance Coordinator
Groundskeeper
Maintenance Specialist
Exhibits Program Coordinator
Apprenticeship and Work-Based Learning Project Manager
Diversity and Inclusion Program Coordinator

Position Justification Forms

KVCC Foundation Officer
Program Coordinator - Exhibits
Analytics Specialist

13. Announcements and Updates

- Thank you for all who participated in Spirit Week. 150 students participated.
- The college will be hosting a Job Fair on November 2, 2022.
- Info will be coming soon about the upcoming Microsoft upgrade.
- Please consider submitting for Summit presentations.
- Open Enrollment for employee benefits begins November 1, 2022.
- Testing Center renovations continue to be delayed by supply chain issues but moving forward with what can be done.
- Reminder that the deadline for 2023 – 2024 capital requests is November 30, 2022.
- A Summit on Racism will be on November 10, 2022.
- There will be Safe on Campus (LGBTQ+) trainings on November 18, 2022 and December 2, 2022.
- The college will be hosting a Men’s Leadership Conference on November 4, 2022.

Next Cabinet Meeting: November 15, 2022 at 8:00 am.