

To: Cabinet, Archives
From: Tracy Labadie
Subject: Minutes of November 15, 2022

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

Members Excused:

Other Attendees: Don Benthin and Allison Moore

1. The minutes of November 1, 2022 were approved as presented.
2. Dannie Alexander and Don Benthin reviewed the Guide to Emergency Preparedness.
3. It was approved to begin offering for-credit courses at Kalamazoo Valley's Groves Campus.
4. The group reviewed and approved the following new CMOP:
 - a. New CMOP (number to be assigned) Employee Qualifications – Aaron Hilliard and Paige Eagan.
5. The 2024 Holiday Calendar was approved.
6. Discussion regarding our public health response. Reminder that information and resources are on the Wellness page of the college website. The college will refresh signs around campus. Home test kits are still available through the library.
7. Standing Items
 - A. DEI Strategic Plan Update (Trice Batson)

We are in the process of hiring a new DEI Program Coordinator.
The Kalamazoo County DEI Advisory Committee is considering a DEI appreciation luncheon to recognize those who are putting DEI in practice around the county.
 - B. Travel Authorizations

The group discussed the college's involvement with the 2023 Catalyst University to be held on January 25 & 26 at the Radisson in Kalamazoo.

 - i. Ben Bylsma, Sara Tanis, Crystal Van Pelt and Rosie Florian to attend the Great Lakes Fruit and Vegetable Growers Expo in Grand Rapids, MI on December 6 - 8, 2022.
 - ii. Ben Bylsma and Sara Tanis to attend the Michigan Nursery and Landscape Association's Great Lakes Trade Expo in Grand Rapids, MI January 25 - 26, 2023.

- C. Grants Update (Tracy Labadie)
No report.

D. Personnel Updates – As of November 9, 2022

New Hires

Cindy Cole, Administrative Manager – President’s Office, effective 11-7-22
Erin Bishop, Administrative Assistant – President’s Office, effective 11-7-22
Renee Martin, Employment and Training Manager, effective 11-14-22

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 Assistant - President's Office
Machine Tool Lab Operations Manager
Brewery Operations and Maintenance Coordinator
Groundskeeper
Maintenance Specialist
Exhibits Program Coordinator
Apprenticeship and Work-Based Learning Project Manager
Diversity and Inclusion Program Coordinator
KVCC Foundation Officer

Position Justification Forms

FT Public Safety Officer

8. Announcements and Updates

- Kalamazoo Valley men and women basketball players went to Lincoln Elementary this past week as part of their spirit week.
- The college hosted a successful Men’s Leadership Conference on November 4.
- The college will be hosting a MiACADA conference the first weekend in May.
- A flu shot clinic will be held on campus this week.
- There will be an LGBTQ+ Safe on Campus training workshop on Friday, November 18.
- There will be a Diversity and Bias In The Search Committee Process scheduled for Friday, November 18.
- There will be an LGBTQ+ Train-the-Trainer Safe on Campus training workshop on December 2.
- The college will be using People Admin for the Summit registration and will require multi-factor authentication.

- IT will be following a rolling transition timeline for the email conversion.
- IT continues to review and update IT security protocols.
- The University Center has nearly 100 students enrolled for Fall 2022 semester.
- The week of November 14 is International Student Week. Several activities are planned for the week.
- Reminder the college will be open on Wednesday, November 23, however there will not be classes running. Student services will be closing at 5:00 p.m. that day.
- The college is taking steps to begin replacing some of the classroom furniture. Facilities has received feedback from approximately 80 students on samples provided by the vendor.
- The Kalamazoo Valley Annual Report will be distributed soon.
- We are still awaiting notification of official results for the November 2022 Board of Trustees election.
- An Inclement Weather communication was sent out last week and may be found on the Wellness page of the college website.

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