

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

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

Members Excused: Lueth

Other Attendees: LaJoyce Brooks, Mark Dunneback, Kathy Johnson, Monica Koning, Evan Pauken, Jeff Ling (Evergreen Solutions)

1. The minutes of November 15, 2022 were approved as presented.
2. Paige Eagan, LaJoyce Brooks, Monica Koning, Mark Dunneback and Evan Pauken presented an update on the Academic Master Plan and Board Ends Statements BP 403 & BP 406.
3. Jeff Ling from Evergreen Solutions provided an update on the Compensation and Classification Study.
4. The group reviewed and approved the following revised and new CMOPs:
 - a. CMOP 3020 Campus Security & Crime Awareness (Dannie Alexander)
 - b. CMOP 4010 Communicable Diseases (Dannie Alexander) – to be renumbered
 - c. CMOP 4030 Harassment (Aaron Hilliard & Dannie Alexander) – to be renumbered
 - d. CMOP 5040 Cell Phone Use (Tim Welsh)
5. The group reviewed the Campus Closure Communication Matrix.
6. Discussion regarding the college's public health response. Reminder about vaccination clinics available on campus. Testing kits still available in the libraries, masks, sanitizer and cleaning supplies still available throughout the college.
7. Standing Items
 - A. DEI Strategic Plan Update (Trice Batson)

Trice Batson has reached out to the Arcus Center to explore opportunities for future collaborations with them.
 - B. Travel Authorizations

The group discussed the college's participation in the Catalyst University.

C. Grants Update (Tracy Labadie)

Award

The Okun Foundation - \$35,000 for 2023 to fund Valley Food Share

The grant request will support the purchase of food from local suppliers to supplement the Valley Food Share boxes distributed to students. Erin Dominianni is the grant coordinator.

Application in Process

Advancing Community Equity & Upward Mobility (ACE-UP) Community of Practice

Opportunity

The Corporation for a Skilled Workforce, with support from the Lumina Foundation, is pulling together a cohort of 20-25 community colleges and their industry partners in a first of its kind community of practice. The project seeks to address growing postsecondary and labor market disparities by bringing together community college and industry leaders to design and scale strategies to increase access to employment and advance employment outcomes for people of color. Kalamazoo Valley has submitted a proposal for the health careers programs (along with Bronson Health) to be a part of this project. If selected, the college will receive peer support and dedicated attention from experts to review current practices and to help the college become a best-practices institution.

D. Personnel Updates – As of November 30, 2022

New Hires

Sanja Troup, Custodian, effective 10-25-22

James Hamilton, Maintenance Specialist, effective 11-28-22

Transfer

Dennis Zvada, from Maintenance Specialist to Utility Maintenance Specialist, effective 11-14-22

Resignations

Samantha Isaacs, Financial Aid Assistant, effective 7-6-22

Kimberly Hayward, PT Counselor, effective 10-21-22

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

Retirement

Charles Devries, Printer, effective 1-6-23

FT Currently Posted/Active Positions

Facilities Manager

Administrative Assistant for Dean of Business, Industrial Trades, and Public Service

Administrative Assistant for Dean of Liberal Arts and Dean of Math and Sciences

Custodian

Analytics Specialist

Manager for Instruction Operations
Instructional Manager – Wind Energy
Academic and Career Pathway Advisor
Director of Facilities Services
Mi-LEAP Program Manager
Systems Analyst/Developer
Machine Tool Lab Operations Manager
Brewery Operations and Maintenance Coordinator
Groundskeeper
Exhibits Program Coordinator
Apprenticeship and Work-Based Learning Project Manager
Diversity and Inclusion Program Coordinator
KVCC Foundation Officer

Position Justification Forms

Retention and Completion Coach - Health Careers

8. Announcements and Updates

- Ed Genesis will be doing a Hip Hop Through Social Justice show at the Groves Campus on Friday, December 7 at 9:00 am.
- IT continues to work through the email conversion.
- Spirit Week will be held the week of December 12 with events scheduled on December 13, 14 & 15 at TTC, AWH & CAH.
- The Big Chill (formerly Cougar Kickoff) is scheduled for January.
- Student Development Services has piloted same day appointments. This is an alternate model to the standard drop-in appointments. They will continue to pilot this method in the Winter semester.
- A high school art show was held at the Center for New Media on Friday, December 2. Approximately 300 people were in attendance and the event was well received.
- Please remember to use Aramark for any catering needs.

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