

To: Cabinet, Archives
From: Cindy Cole w/Assistance from Tim Welsh
Subject: Minutes of December 20, 2022

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

Members Excused: Hilliard, Labadie

1. The Minutes of the December 6, 2022, meeting were approved as submitted.
2. Brian Lueth provided a NACUBO Grant Update and Data Governance Task Force.
3. Paige Eagan presented the 2024-2025 and 2025-2026 Academic Calendars. Commencement will be one week later - April 30, 2023 and April 28, 2024. Motion was made and the 2024-2025 and 2025-2026 calendars were approved.
4. Crisis Management Process Review - Dannie Alexander provided an update on the False Alarm scenario at AWH. We are getting a complete overall of our system at no cost. Make sure all employees are receiving the appropriate training when it comes to safety and readiness
5. Public Health Response - Discussion was held regarding the wellness of staff, faculty. Linda Depta will republish protocols on health and wellness in the KV Focus and Info Focus. In addition, Covid testing kits are available in the library.
6. Standing Items:
 - Travel Authorizations
 - Evan Pauken to attend (presenting) the annual Achieving the Dream Conference in Chicago, IL on February 14 – 17, 2023. Registration will be covered by the PACCE Grant.
 - Julie Stotz-Ghosh to attend the Association of Writers and Writing Professionals Conference in Seattle, WA on March 8 – 11, 2023.

- Grants Update (Tracy Labadie)

- **Application Pending**

- MDHHS Emergency Medical Services Workforce Grant – Awards from \$75,000 to \$350,000**

- Grant initiative to establish, implement and operate a workforce development program to train people in emergency medical services to address the critical shortage of paramedics statewide. Additionally, the initiative seeks to increase accessibility to paramedic programs for those in rural parts of Michigan. Grant applications are due December 21 and awards will be announced in January. The grant period is February 1 – September 30, 2023 with an option to submit for renewal.

- Dan Benard is the grant coordinator.

- Personnel Updates – As of December 14, 2022

- **New Hires**

- Aaron Barsy, Systems Analyst/Developer, effective 12-1-22
 - Domingo Gomez, Groundskeeper, effective 12-9-22
 - Karen Bowling, Custodian, effective 12-12-22
 - Serena Smith, Custodian, effective 12-14-22

- **Transfer**

- Sherry Postula, from Human Resources Specialist to Manager for Instruction Operations, effective 1-1-23

- **Resignation**

- Patrick Joswick, Director of Nursing, effective 1-3-23

- **Retirement**

- Kathy Godin, STEM Education Coordinator, effective 1-7-23

- **FT Currently Posted/Active Positions**

- Maintenance Specialist
 - 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
 - Analytics Specialist
 - Instructional Manager – Wind Energy
 - Academic and Career Pathway Advisor

- Director of Facilities Services
- Mi-LEAP Program Manager
- 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
- Patient Care Academy Instructor
- Financial Aid Assistant
- **Position Justification Forms**
 - Automotive Lab Assistant
 - Financial Aid Assistant
 - WFC Specialist

7. Announcements and Updates

- Cat March, the new Diversity and Inclusion Program Coordinator, officially begins Wednesday, December 21.
- Brian Lueth will begin capital reviews beginning in January so please be ready.
- The Wind Technician Academy has made great progress in successfully making the Saginaw Chippewa Indian Tribe's wind turbine operational. We expect official commissioning to occur in early 2023.
- Outlook 365 migration going well. Firewall upgrade during the break. Faculty will roll out after grade deadline. Student Microsoft authenticator will begin in January.
- KRESA Counselor event held on December 16. Creative group came up with speed dating segments (overview of different areas of the college).
- There will be five full-time faculty positions posted shortly to fill for Fall 2023: Electrical Technologies (ELT), Automotive Technologies (AUTO), Computer Information Systems (CIS), Mathematics (MATH), Biology/Sustainable Horticulture (BIO/HORT).
- Sherry Postula, Instructional Operations Manager, will begin on January 4, 2023. She will become a familiar name and face for all in Instruction and Student Services.
- Julia Sehy, Simulation/Clinical Scheduler and Compliance Manager, began December 19. She will be a much-needed support to Tanya McFadden.

- Director of Recruiting and Outreach, formerly Director of Enrollment Management, will be posted with a hire expectancy in early January.
- Looking for input across the college on instructional learning outcomes to align with strategic plan and mission.
- Several facility projects are taking place over the break.
- If you are coming in over the break, please notify Public Safety when you arrive and when you leave. An email will be sent to all employees.
- New student orientation is being revamped to full onboarding, both on-line and face to face. This will engage students to personally meet with an advisor we they are not taking classes they don't need.
- Two Promise employees will become KV advisors. This will provide streamline support and free space for academic advisors.
- New Student Orientation to full onboarding. Revised online and face to face for more counselor engagement.
- Look into some other way of getting attendance for Spirit Week. Attendance numbers are not reporting accurate numbers through TargetZ. Nkenge will work with IT to get mobile ID station.
- Deadline for KV Focus is noon on Wednesday, 12/21. As a reminder, the deadline for all publications is the 1st and 15.
- Reminder, ALL communication goes through Marketing, no individual department communication allowed.
- Linda Depta will send out samples of absence greeting for emails.
- KV Foundation received a \$100,000 gift, scholarship for ems/paramedic program.