

**To:** Cabinet, Archives  
**From:** Tracy Labadie  
**Subject:** Minutes of March 21, 2023

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

**Guests Present:** Allison Moore & Evan Pauken

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1. Minutes for the March 7, 2023 meeting were approved as presented.
2. Allison Moore provided an update on the CMOP review process.
3. The following updated or new CMOPs were reviewed and approved:
  - a. CMOP 4070 Workplace Threats and Violence (Dannie Alexander) – Approved to rescind. The same information is covered in CMOP 3020 Campus Security and Safety and in the Employee Handbook.
  - b. CMOP 2020 Delinquent Accounts Receivable (Brian Lueth) – Approved to renew with no changes.
  - c. CMOP 2030 Internal Control of Cash Receipts (Brian Lueth) – Updated to reflect cash receipts and disbursements. Title changed to Internal Control of Cash Management. Approved recommended changes.
  - d. CMOP 2080 Investment of Institutional Funds (Brian Lueth) – Approved recommended clarification language and updates to reflect current legal requirements.
  - e. New CMOP Drug and Alcohol Use (Dannie Alexander & Aaron Hilliard) – Placed on hold for further review and discussion.
  - f. New CMOP Tobacco, Cannabis and Smoke Free Campus (Dannie Alexander & Aaron Hilliard) – Placed on hold for legal review.
  - g. New CMOP 5080 Short Message Service (SMS) Opt-In (Tracy Labadie & Tim Welsh) – Approved with recommended edits to clarify that the CMOP applies to students and employees.
4. Paige Eagan, Dannie Alexander & Nkenge Bergan presented an Instructional Programming and Facilities/Infrastructure Planning update.
5. The group discussed next steps for the Compensation and Classification Study implementation plan.

6. Public health and security discussion. Continuing to work on collegewide training and establishing a new tracking system to track who has completed training.

7. Standing Items:

- DEI Strategic Plan Update (Trice Batson)

No updates to report.

- Travel Authorizations

- Rachel Bair to attend the Higher Learning Commission Conference in Chicago, IL on March 26 – 28, 2023.
- Tracy Labadie to attend the National Association for President's Assistants in Higher Education (NAPAHE) Board Meeting in Rockville, NY on July 19 – 21, 2023.
- Brian Lueth and Evan Pauken to attend the National Association of College and University Business Officers (NACUBO) NIC Convening in Chicago, IL on June 21 – 22, 2023.
- Alison Nord to attend the PTK International Convention in Columbus, OH on April 20 – 23, 2023. Four students will be attending: Jean Mupupuni, Christie White and Kasey Hudon (4<sup>th</sup> student not identified yet).

- Grants Update (Tracy Labadie)

No updates to report.

- Personnel Updates – March 15, 2023

**New Hires**

Rachel Anderton, Patient Care Academy Instructor, effective 3-6-23

Jessica Lutz, Financial Aid Assistant, effective 3-20-23

Sabrina Hirsch, Early Learning Programs Coordinator, 3-9-23

**Transfer**

Sirri Bearss, from PT Lab Assistant to Systems Analyst/Developer ParaPro, effective 4-3-23

**FT Currently Posted/Active Positions**

Associate Vice President for College Advancement and Executive Director of the KVCC Foundation

Community Culinary and Nutrition Program Support Specialist

Career and Continuing Education Program Coordinator

Lab Manager – Sciences  
Systems Analyst/Developer  
Associate Director of Corporate Training  
Administrative Manager – President’s Office  
Director for Recruitment and Outreach  
Brewery Operations and Maintenance Coordinator  
STEM Program Coordinator  
Vice President for Information Technologies  
Director of Nursing and Health Careers Liaison  
Director of Public Safety  
Academic and Career Pathway Advisor  
Custodian  
Biology/Horticulture Faculty  
Mathematics Faculty  
Computer Information Systems Faculty  
Automotive Faculty  
Electrical Technology Faculty  
Retention and Completion Coach – Health Careers

**Position Justification Forms**

Associate Director of Corporate Training  
Farm Lab Assistant  
Associate Director of Financial Aid  
Associate Vice President for College Advancement and Executive Director of the  
KVCC Foundation  
Vice President for Information Technologies

- Updates and Announcements
  - The AUTO program has purchased a BMW all-electric vehicle with Perkins grant funds.
  - The finance group is working through the 2023 – 2024 operating budget.
  - The Kalamazoo Gazette recently ran a story about American teen girls engulfed in growing violence and trauma. This story is a reminder that our students experience such challenges.
  - On April 4, 2023, Angeline Bolley will be on campus. Angeline is an enrolled member of the Sault Ste. Marie Tribe of Chippewa Indians. She is a storyteller who writes about her Ojibwe community in Michigan's Upper Peninsula. She is a former Director of the Office of Indian Education at the U.S. Department of Education. Angeline lives in southwest Michigan, but her home will always be on Sugar Island. Firekeeper's Daughter is her debut novel, and was an instant number one New York Times Bestseller.

