

CABINET MEETING AGENDA

August 1, 2023, at 8:00 a.m.

Board Room

To: Cabinet, Archives
From: Erin Bishop
Subject: Minutes of August 1, 2023

Members Present: Batson, Bergan, Bishop, Dunneback, Eagan, Hilliard, Jbara, Lueth, Snead, and Washington

Members Absent: Alexander, Labadie, Reynolds

Guests Present: Tony Mills

1. Minutes for the July 18, 2023 meeting were approved as presented.
2. Nkenge Bergan brought forward marketing's promotional Item Requests. Individuals needing promotional items need to work with marketing to procure said items.
3. Tony Mills from MDOC provided a presentation on the 'Walk a Mile Offender Mentoring Program'. The Program seeks to assist returning citizens by connecting them with individual mentors.
4. The Group reviewed information regarding the Compensation & Classification Study Implementation Plan.
5. The Group discussed the college's Public Health Response / Security & Safety.
6. Standing Items:
 - a. DEI Strategic Plan Update
 - i. The DEI office provided an updated draft of the strategic plan
 - b. Travel Authorizations
 - i. Steve Crawford to attend the Digistar User Group (DUG) annual meeting in Chadds Ford, PA from August 21-23, 2023

- ii. Steven Crawford (in-person) and Jessica Zwalua-Cook (Virtual) to attend the annual the Digistar User Group (DUG) annual Conference in Glassboro, NJ from August 23-25, 2023
 - iii. Ryan St. John, Alisha Cederberg and Lori Evans to attend the Liaison (TargetX) Michigan Summit in East Lansing, MI on August 3, 2023
 - iv. Beth Keith to attend MI Nursery and Landscape Association Plant Academy at WMU on August 8, 2023
 - v. Sarah Hubbell to attend Ad Astra's annual conference Aspire 2023 in Kansas City, MO from October 14-18, 2023
 - vi. Alisha Cederberg to attend the Mid-West Association of Student Financial Aid Administrator (MASFAA) Conference in Indianapolis, IN from October 22-25, 2023
 - vii. Alisha Cederberg to attend the Institute for Student Services Professionals (ISSP) conference in Charlotte, NC from November 12-14, 2023
 - viii. Paige Eagan to attend the MCCSSA 2023 Fall Conference in Petoskey, MI from October 4-6, 2023
 - ix. Christy Kincaid, Alecia Cross and Heather Lehman to attend the Michigan Museum Association Conference in Flint, MI from October 22-24, 2023
 - x. Steve Crawford and Cody Cook to attend Science on a Sphere workshop training in Fort Wayne, IN from August 29-30, 2023
- c. Grants Update
- i. Brian Lueth provided updates on two MCAN grants that were submitted on July 31, 2023. The college should hear back in September on the outcome of the submission.
- d. Personnel Updates – As of July 20, 2023

Hires

Jason Garza, HVAC Faculty, effective 9-6-23

Kevin Lavender, Interim Director of Early Middle College, Dual Enrollment, Youth Pipeline, and Camps, effective 7-17-23

Transfers

Devon Byrd, from WFC Specialist to Gym Facilities Coordinator, effective 7-31-23

Donald Florinchi, from Financial Aid Advisor to Assistant Director of Financial Aid, effective 7-17-23

Resignations

Deb Coates, Dean of Early Middle College, WPE, and AAMT, effective 7-31-23

FT Currently Posted/Active Positions

Food Systems Education Program Manager

Food Hub Flex Technician

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

Brewery Operations and Maintenance Coordinator

Administrative Assistant – President’s Office

Coordinator for Student Onboarding and Organizations

Custodial Services Manager

Program Coordinator – Corporate Training

Food Hub Operations Coordinator – Logistics

Office Manager

Financial Aid Advisor

Position Justification Forms

Director of Networks, IT Support Services, Technology Contingency, and Disaster Recovery Planning

Student Ambassador

Patient Care Instructor

Accessibility Support Technician

7. Announcements and Updates

- a. The College will be Participating in the Kalamazoo Black Business Expo. Kalamazoo Valley will have a table, for any who would like to be part of the planning or to attend the event please contact Craig Jbara
- b. Employee Google Drive Sharing abilities were opened up during the pandemic, discussions are to be held on continuing this policy.
 - i. Dr. Washington has asked for Aaron Snead to provide scenarios and recommendations for cabinet review
- c. The IT department continues the Switch replacement project
 - i. TTC has been completed
 - ii. The Groves will be completed on August 4, 2023
 - iii. The Culinary Allied Health Building and the Food Innovation will be completed on the evening of August 10th after the end of Instructional hours.
 - iv. Anna Whitten Hall and the Center for New Media will be switched over on the morning of Friday, August 11th. This will lead to a short period without internet access on the campus.

- v. The Kalamazoo Valley Museum will be switched over on August 14, 2023, as the Museum is closed on Mondays and this will cause the least disruption to its operations.
- d. Precious Miller is providing one on one consultations for institutions to expand funding opportunities by becoming a Food Assistance Education and Training Program Plus Provider (FAE&T). Nkenge Bergan is in communication to set up one of these consultations as well as the possibility of Kalamazoo Valley becoming a MI Bridges space where individuals can apply. She will bring forward more information as it becomes available.
- e. The college held the first 'Get it done' event to great success. There was a good turnout. Many students in the Valley Advantage program came right from the last class of the program to the event to sign up for classes.
 - i. The Next 'Get it done' event will be held at Anna Whitten Hall at the Arcadia Commons Campus
- f. Kalamazoo Valley Community College has received the top designation for being 'a veterans-friendly institution'.
- g. Trice Batson attended a webinar on bridging equity gaps through Academic Impressions and highly recommends others seek out training through the platform.
- h. The Inaugural two sessions of Valley Advantage graduated on July 27, 2023. All but 2 of the students are now registered to take fall classes. Louis Thomas is following up with those remaining unregistered.
 - i. The second set of two new sessions kicked off with 36 students
 - ii. We feel this is good headway and much is being learned on how to continue the program into future years
- i. MCCA is trying to raise the level of support and participation with infinity groups
- j. There have been a number of classroom/lab space shifts happening across campus please see Paige Eagan for details
- k. The updated Testing center will be open for this fall semester