

CABINET MEETING AGENDA

September 19, 2023, at 8:00 a.m. – 12:00 p.m.

Board Room

To: Cabinet, Archives
From: Erin Bishop
Subject: Minutes of September 19, 2023

Members Present: Alexander, Batson, Bergan, Bishop, Eagan, Hilliard, Jbara, Labadie, Lueth, Reynolds, Siebers, and Washington

Members Absent: Dunneback, Snead

1. Minutes from the August 1, 2023 meeting were approved as presented.
2. Employee Google Drive Sharing Abilities will be brought back before the cabinet at a later meeting.
3. Dr. Washington led the group in a discussion on brochures and other publications around campus.
4. Trice Batson led the group in a discussion on the DEI landscape nationally with a focus on the state of Michigan.
5. Dr. Washington provided the group with a Strategic Plan Update.
6. The Group discussed the next steps for the Compensation & Classification Study Implementation Plan.
7. The Group discussed the college's Public Health Response and Security and Safety.
8. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - i. No additional updates provided

b. Travel Authorizations

- i. Hristina Petrovska to attend the Academy of Nutrition & Dietetics Food and Nutrition Conference and Expo in Denver, CO from October 7-10, 2023
- ii. Kelly Sparrow, Nicole McClure, and Cheryl Alemda to attend the Ad Astra Conference in Kansas City, MO from October 14-18, 2023
- iii. Erin Dominianni and Nkenge Bergan to attend the Institute for Student Services Professionals Conference in Charlotte, NC from November 12-14, 2023
- iv. Stephanie Willoughby to attend the Michigan Museum Association Conference in Flint from October 22-24, 2023
- v. Jessica Zwalua-Cook to attend the Live, Interactive Planetarium Symposium (LIPS) in Detroit, MI from September 11-14, 2023
- vi. Dan Benard to attend Fundamentals of Accreditation Workshop for the EMS Professions in Bloomington, MN from October 18-19, 2023
- vii. Apryl Scheffler-Martin and Amy Gill to attend the NACADA National Conference in Orlando, FL from October 4-7, 2023
- viii. Nkenge Bergan to attend the MCCSSA Fall Conference in Petoskey, MI from October 4-6, 2023
- ix. Paige Eagan and Mark Dunneback to attend the TRENDS conference in Muskegon, MI from October 25-27, 2023
- x. Rosie Florian to attend the Fall MSUE/AgBioResearch State Advisory Council Meeting in East Lansing, MI from September 17-19, 2023
- xi. Rosie Florian, Jeff Sobolewski, and Rachel Bair to attend the quarterly Michigan Food Hub Network meeting in Flint, MI on August 29, 2023
- xii. Russ Panico to attend Fall NJCAA Region 12 Athletic Director's Meeting in Detroit, MI from September 25-26, 2023
- xiii. Theresa Shane and Diana Multer (not Lori Orr) attended the ACEN Conference in Atlanta, GA from July 19-21, 2023
- xiv. Tom Sutton to attend the Fall Committee Meeting for American Clean Power in Boston, MA from October 3-4, 2023
- xv. Lief Doezema and Josh O'Keefe are to attend the ENSA Professional Development Event in Groton, CT from November 6-10, 2023
- xvi. Aaron Ross to attend the Michigan Brewers Guild – UP Fall Beer Fest in Marquette, MI from September 8-9, 2023
- xvii. Scott Hall and Becky Craft to attend the MCCHRA Conference in Traverse City, MI from October 3-6, 2023
- xviii. Kate Miller to attend the FY 2024 SNAP-ED CIP Regional Meeting in Lansing, MI on September 14, 2023

- xix. Lizzie Luchsinger to attend the FY 2024 SNAP-ED CIP Regional Meeting in Grand Rapids, MI on September 26, 2023
- xx. Ben Bylsma to attend the Windy City Harvest in Chicago, IL from September 19-20, 2023
- xxi. Sarah Hubbell to attend MACRAO Annual Conference in Bellaire, MI from November 15-17, 2023
- xxii. Dannie Alexander to attend the 12th annual ATIXA conference (Title IX) in Philadelphia, PA from October 8-13, 2023
- xxiii. Aaron Hilliard, Rebecca Craft, and Michelle DeMeritt to attend the WMHIP renewal Summit in Grand Rapids, MI on September 26, 2023
- xxiv. Sheila Eisenhauer, Shelley DeLeeu, Amy Longcore, Lisa Winch, Chris Cockerel, Daniel Stevens, Andrew Young, Jon Stasiuk, Lindsey Dailey, Daniel Cunningham, Michael Roty, JP Talwar, AnneMarie McLaughlin to attend the MichMATYC conference in Jackson, MI from September 29-30, 2023
- xxv. Tanya Wolfe to attend the Michigan Association of College Stores annual fall meeting in Traverse City, MI from October 8-10, 2023
- xxvi. Aaron Hilliard to attend the TIAA Select Client Advisory Council in Charlotte, NC from October 3-4, 2023
- xxvii. Ashley Bergkamp to attend the OER conference in Detroit, MI on October 6, 2023
- xxviii. Travel Using Staff/Administrator Development Funds:
 - 1. Renee Martin and Amy Mulhall to attend the Michigan Society of Human Resources Management (MI-SHRM) Conference in Grand Rapids, MI from October 18-20, 2023
 - 2. Bob Bechtel to attend the Oracle Conference in Las Vegas, NV from September 18-21, 2023
 - 3. Lori Orr to attend the Accreditation Commission for Education in Nursing Program Administrator Workshop and Self-Study in Atlanta, GA from October 25-27, 2023
 - 4. Julia Sehy to attend the Accreditation Commission for Education in Nursing Program Administrator Self-Study Virtually from October 26-27, 2023
 - 5. Billy Reynolds and Sherry Postula to attend the Ad Astra Conference in Kansas City, MO from October 14-18, 2023

c. Grants Update (Tracy Labadie)

i. Application Submitted

- 1. Michigan Economic Development Corporation (MEDC) Michigan Food Hub Network - \$20,000 micro-grant

a. Grant decisions are expected by October 1, 2023

ii. Awards

1. Carl D. Perkins Local Annual Grant – Preliminary Award for 2023-2024 of \$565,135
2. Michigan Department of Health & Services (MDHHS) Emergency Medical Services Grant- \$130,000 one-year grant
3. Michigan Department of Health & Services (MDHHS) Emergency Medical Workforce Diversified Grant - \$169,307 one-year grant
4. Michigan Department of Health & Human Services (MDHHS) Emergency Medical Workforce Scholarship Grant- \$75,000 one-year grant

d. Personnel Updates as of September 13, 2023

New Hires

Vera Prince, Administrative Assistant – President’s Office, effective 8-14-23

Tyler Coughlin, Custodial Services Manager, effective 8-23-23

Christopher Duchesneau, Financial Aid Advisor, effective 8-21-23

Tom Hunt, Food Hub Flex Technician, effective 8-16-23

Alisha Siebers, Associate Vice President for College Advancement and Executive Director of the KVCC Foundation, effective 8-28-23

Miranda McDowell, Coordinator for Student Onboarding and Organizations, effective 9-1-23

Amy Newday, Food Systems Education Program Manager, part-time effective 9-7-23; full-time effective 10-9-23

Allison Lay, Office Manager, effective 9-5-23

Transfers

Austin Wertheimer, from Food Hub Logistics Technician to Food Hub Operations Coordinator-Logistics, effective 8-1-23

Jeffrey Harms, from Brewing Lab Assistant to Brewery Operations and Maintenance Coordinator, effective 8-25-23

Adam Westhouse, from MI-LEAP Program Navigator to Program Coordinator – Corporate Training, effective 8-25-23

Jessica Lutz, from Student Financial Services Representative to Financial Aid Advisor, effective 8-21-23

Resignations

Jessica Brinks, Program Specialist-Law Enforcement, effective 8-11-23

Alisha Cederberg, Associate Dean of Student Experience, effective 9-15-23

Retirements

Robert Stokes, Vehicle and Grounds Manager, effective 9-29-23

Mark Sigfrids, Mathematics Faculty, effective 8-30-23
Elizabeth Barker, Museum Support Specialist, effective 9-8-23
Brenda Vander Roest, Office Manager-Financial Aid, effective 9-30-23
Bonnie McGee, Administrative Assistant, effective 9-29-23

FT Currently Posted/Active Positions

Student Financial Services Representative
Custodian
KVCC Foundation Officer
Vehicle and Grounds Manager
Collections Cataloguer

Position Justification Forms

PT Computer Lab Assistant
PT Learning Center Evening Reception
Collections Cataloguer
Culinary Lab Assistant
WFC Specialist
Lifeguard
KVCC Foundation Officer
Vehicle and Grounds Manager
Museum Aid
Food Hub Flex Technician
Community Culinary and Kitchen Assistants
Library Aid
Custodian
Student Financial Services Representative
Graduation Assistant

9. Announcements and Updates

i. Announcements:

1. Evan Pauken has been invited to participate in Accelerated ED

ii. Reminders:

1. The Staff and Administrators Awards are on October 5 at 8:00 am in room 4240, we ask you to encourage your staff to attend
2. Strategic Value Resolution input is due to Tracy by Friday, September 22, 2023
3. If staff wish to work with elected officials on anything connected to the college they need to speak with Dannie Alexander first
4. Strengths is on pause; no additional codes will be given out at this time.

iii. Updates:

1. Progress on the Redwood building project is on track and moving forward
2. The end-of-program survey from the higher promise internship has been received. Please contact Nkenge Bergan for additional information.

10. Case Study

- i. The Group participated in a Professional development exercise focused on situational leadership.