

## CABINET MEETING MINUTES

November 21, 2023, at 8:00 a.m. – 12:00 p.m.

### Board Room

**To:** Cabinet, Archives  
**From:** Erin Bishop  
**Subject:** Minutes of November 7, 2023

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**Members Present:** Alexander, Bergan, Bishop, Eagan, Hilliard, Jbara, Labadie, Lueth, Siebers, Snead, and Washington

**Members Absent:** Batson, Dunneback, Reynolds

**Guests:** Brett Seybert

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1. The November 7, 2023 meeting minutes were approved as presented
2. The group discussed holiday closures and messaging
3. Aaron Hilliard provided an update on Winter Summit planning
4. Brett Seybert from Ellucian Grant Services gave a presentation
5. The group discussed creating a college swag hub and planning a system for implementation
6. The group discussed the college's Public Health Response and Security & Safety
7. Standing Items:
  - a. DEI Strategic Plan Update (Trice Batson)
    - i. N/A
  - b. Travel Authorizations
    1. Chris Stroven to attend and present at the National Academic Advising Association (NACADA) Region 5 conference in Milwaukee, WI from March 24-27, 2024
    2. Tom Sutton to attend the National Operations, Maintenance, and Safety Conference in San Diego, CA from February 21-23, 2024

3. Lynn Grammel and Jonathan Selmon to attend the Michigan College Access Network Conference in Mt. Pleasant, MI from November 8-9, 2023
  4. Anna Fontaine attended the MCCA Leadership Academy
- c. Grants Update (Tracy Labadie)
- i. N/A
- d. Personnel Updates as of November 1, 2023

Hires

Rashawnty Dunning, Custodian, effective 11-2-23

Resignations

Ezra Bell, Director of Student Engagement, effective 11-15-23

Retirement

Muriel Hice, Director of Business Services, effective 2-29-24

FT Currently Posted/Active Positions

Public Safety Officer

Administrative Assistant - President's Office

Payroll Accountant

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

Analytics Specialist

Groundskeeper

Museum Partnership Coordinator

Employment and Training Manager

Procurement and Project Manager

Senior Office Specialist-ARR

Senior Office Specialist-Groves

Program Director – Cosmetology and Barbering

Program Training Manager – Cosmetology and Barbering

Diversity and Inclusion Program Coordinator

IT Support Analyst

Recruitment and Outreach Coordinator

Position Justification Forms

Associate Director of Law Enforcement Training Academy

Senior Office Specialist - Dental Hygiene

2. Announcements, Reminders, and Updates
  - a. Announcements
    - i. SDS hosting a food drive for the holidays, collection boxes available around the campuses, collecting until Dec 21<sup>st</sup>

- ii. Kalamazoo Public Safety has opened up a substation behind the Kalamazoo Valley Museum that officers can work out of.
    - 1. Information will be shared in the next KVFocus
- b. Updates
  - i. EAA steering committees have started meeting to help with guided pathways work
  - ii. Open enrollment is now completed