

## CABINET MEETING AGENDA

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

Board Room

**To:** Cabinet, Archives  
**From:** Erin Bishop  
**Subject:** Minutes of 12.19.23

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

**Members Absent:** Labadie, Reynolds

**Guests:** Allison Moore

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1. The November 21, 2023 meeting minutes were approved as presented
2. Allison Moore provided an update on the Faculty Qualifications procedures
3. Aaron Hilliard provided an update on the evaluation process
4. Nkenge Bergan provided an update on the KV Circle Center
5. Dannie Alexander provided updates on the college's public health response and led the discussion of the college's security and safety
6. Standing Items:
  - a. DEI Strategic Plan Update (Trice Batson)
    - i. In the process of hiring a new Program Coordinator
    - ii. New programming in process
      1. MLK Program February 1, 2024
        - a. The MLK community website has gone live
      2. Emily Williams – Micro Aggressions February 6, 2024
      3. Black History Month Program February 16, 2024
      4. Tevon Grayson – Financial Literacy February 8 & 29, 2024
      5. Women's History Month event – TBD
      6. Women's Luncheon - TBD

b. Travel Authorizations

- i. Paige Eagan, Tracy Labadie, Billy Reynolds, Mark Dunneback, Anna Fontaine, and Allison Moore to attend the HLC Higher Ground Conference in Chicago, IL from April 13-16, 2024
- ii. Evan Pauken to attend the Accelerate Ed Michigan Team retreat in Howell, MI on December 5, 2023.
- iii. Evan Pauken and Nkenge Bergan are to attend the Credo High Education partner meeting at The University of Olivet on December 7, 2023.
- iv. Evan Pauken to attend the Michigan College Access Network Site Supervisor convening in Lansing, MI on December 8, 2023.
- v. Morgan Witt, Destiny Espinoza, Grace Nondorf, and Evan Erbe to attend the CRU Winter Conference in Indianapolis, IN from December 28, 2023 – January 1, 2024
- vi. Josh O’Keefe to attend the American Clean Power Operations, Maintenance, and Safety Conference in San Diego, CA from February 21-23, 2024
- vii. Nathan Brindley, Richard King, and Doug Martin attended the Napa auto tech training in Kalamazoo, MI on September 26, 2023
- viii. Jessica Morin to attend the Great Athletic Trainers’ Association Annual Meeting and Symposium in Chicago, IL from March 13-16, 2024
- ix. Russ Panico to attend the NJCAA Convention in Charlotte, NC from April 15-19, 2024
- x. Nathan Rickey and Dannie Alexander to attend the EnergyCap Catalyst Conference in Denver, CO from May 14-16 2024
- xi. Paige Eagan to attend the Achieve the Dream conference in Orlando, FL from February 19-22, 2024

c. Grants Update (Tracy Labadie)

- i. N/A

d. Personnel Updates as of December 13, 2023

Hires

Joel Larson, Director of Networks, IT Support Services, Technology Contingency, and Disaster Recovery Planning, effective 1-10-24  
Ollie Barnes, Employment and Training Manager, effective 1-16-24  
Gavin Henry, Procurement and Project Manager, effective 12-13-23  
Sherry Hess, Administrative Assistant - President's Office, effective 12-11-23  
Haran Rajaguru, Analytics Specialist, effective 12-6-23  
Maegan Stressman, Senior Office Specialist – ARR, 1-2-24  
Craig Schmitt, Groundskeeper, effective 11-29-23

Transfers

Shelbey Guarino, from PT Museum Aid to Museum Partnership Coordinator, effective 12-1-23

### Resignations

Faith Bently, Office Manager, effective 12-31-23

### FT Currently Posted/Active Positions

Computer Support Technician  
Office Manager  
Recruitment and Outreach Coordinator  
Senior Office Specialist – Dental Hygiene Clinic  
Instructional Manager  
Public Safety Officer  
Payroll Accountant  
Senior Office Specialist – Groves  
Program Director – Cosmetology and Barbering  
Program Training Manager – Cosmetology and Barbering  
Diversity and Inclusion Program Coordinator  
IT Support Analyst  
Retention and Completion Coach-Health Careers  
Associate Director of Law Enforcement Training Academy

### Position Justification Forms

Office Manager - Institutional Support Services  
Instructional Manager - Wind Academy  
Computer Support Technician  
PT Services Assistant  
Senior Office Specialist  
Assistant Controller  
KVAAP Recruitment Coordinator

2. Announcements, Reminders, and Updates
  - a. Announcements
    - i. The college has contracted with Gryphon Place to provide faculty and staff post-crisis intervention
      1. Two facilitators will provide 2 two-hour presentations
    - ii. The United Way campaign brought in twice as much as the previous year
    - iii. Cougar Transit
      1. Working on transportation grants as well as partnerships to help students with transportation between campuses
    - iv. 'Kal' the Cougar
      1. The cougar mascot has received the name 'Kal' after a vote from students
      2. Two scholarship opportunities have been created for a total of \$1200 for students to perform as Kal during a given semester for all internal and external events
      3. Hoping to have Kal available to walk around at the summit

- v. Two new Board of Trustees members will be installed at the next board meeting to be held in January
  - 1. Information on these new Trustees is available on the website
- b. Updates
  - i. Wireless Network
    - 1. Contracted to an outside team to improve all the wireless networks including the Guest Networks
  - ii. Home drive/One drive switch
    - 1. This will follow the Zimbra Transfer model
      - a. On a set date, there will be a shift from one format to the other
      - b. Data older/Notes accessed past a set date will not be moved in the transfer
      - c. The old server will remain available for a year for any missed data
    - 2. Aaron Snead to provide a session at the summit to help inform of the changes
  - iii. Campus Posting Procedures
    - 1. Dannie Alexander and Nkenge Bergan provided an outline for new procedures and a copy of the proposed form for review at a future meeting