

**CABINET MEETING AGENDA**  
**January 16, 2024,**  
**at 8:00 a.m. – 12:00 p.m.**  
**Board Room**

**To:** Cabinet, Archives  
**From:** Erin Bishop  
**Subject:** Minutes of January 16, 2023

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

**Members Absent:** Dunneback, Reynolds

**Guests:** Allison Moore

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1. The December 19, 2023 meeting minutes were approved as presented
2. The group reviewed and approved the following CMOPs:
  - a. CMOP 3015 Animals on Campus – approved as presented
  - b. CMOP 3160 IRB – approved as presented
3. Aaron Hilliard provided an update on the evaluation process
4. Dannie Alexander and Nkenge Bergan provided an update and led a discussion on on-campus posting procedures
5. Alisha Siebers Provided the annual marketing plans for 2024
6. Dannie Alexander lead a discussion of the college’s public health response and security & safety
7. Standing Items:
  - a. DEI Strategic Plan Update (Trice Batson)
    - i. No updates on the strategic plan
    - ii. Community conversations are being held on supporting Hispanic/Latin Students in the Kalamazoo Area,
      1. Trice will bring updates as these conversations continue
    - iii. The used names presentation held at the summit was well received

- b. Travel Authorizations
  - 1. Evan Pauken to attend the Accelerate Ed Community Convening in Austin, TX from February 6-9, 2024
  - 2. Sean Gordon to attend the Clery Act Compliance training in Grand Rapids, MI from April 15-19, 2024
  - 3. Nkenge Bergan, Billy Reynolds, and Louis Thomas to attend the Achieve the Dream conference in Orlando, FL from February 19-22, 2024
- c. Grants Update (Tracy Labadie)
  - i. None
- d. Personnel Updates as of January 11, 2024

Hires

Megan Collins, Payroll Accountant, effective 1-16-24

Gaurav Bagga, IT Support Analyst, effective 1-2-24

John Garwood, Public Safety Officer, effective 12-18-23

Transfers

Tracy Williams, from Community Culinary and Nutrition Program Support Specialist to Senior Office Specialist – Groves, 1-15-24

Resignations

Jonathan Selmon, Recruitment and Outreach Coordinator, effective 1-12-24

Derik Redding, Associate Director of Financial Aid, effective 1-18-24

FT Currently Posted/Active Positions

Computer Support Technician

Office Manager

Recruitment and Outreach Coordinator

Senior Office Specialist – Dental Hygiene Clinic

Senior Office Specialist – Institutional Support Services

Instructional Manager

Program Director – Cosmetology and Barbering

Program Training Manager – Cosmetology and Barbering

Diversity and Inclusion Program Coordinator

Retention and Completion Coach-Health Careers

Associate Director of Law Enforcement Training Academy

Assistant Controller

Position Justification Forms

Recruitment and Outreach Coordinator

- 2. Announcements, Reminders, and Updates
  - i. Announcement: Office furniture purchasing and replacement changes

1. Facilities consolidating to an order 'brochure' that will pull funding from departmental budgets
  2. Brian Lueth and Dannie Alexander will be bringing this information to Admin Plus as well
- ii. Announcement: College-wide swag closets/ordering
1. There will be a Google form presented to the cabinet/department leadership for completion to order for yearly events
  2. Marketing/SDS will bring completed document back here for review