

CABINET MEETING MINUTES

February 20, 2024, at 8:00 a.m. – 12:00 p.m.

Board Room

To: Cabinet, Archives
From: Erin Bishop
Subject: Minutes of February 20, 2024

Members Present: Alexander, Batson, Dunneback, Hilliard, Jbara, Labadie, Lueth, Reynolds, Siebers, Snead, and Washington

Members Absent: Bergan, Eagan

Guests: Allison Moore

1. The January 16, 2024 Meeting minutes were approved as presented
2. Allison Moore presented CMOPs for review
 - a. 1060 Class Cancellation approved as presented
 - b. 1070 Program Advisory Committees approved as presented
 - c. 2010 Conflict of Interest approved as presented
 - d. 6030 Outside Speakers approved as presented
 - e. 6130 Catalog Term Limits approved as presented
3. Aaron Hilliard presented The Kalamazoo Valley Holiday Calendars for 2025, and 2026 for review the calendars were approved as presented
4. Dr. Washington proposed campus summer hours for 2024 and this was approved as presented
5. Dannie Alexander provided an updated version of the proposed on-campus posting procedures for review and discussion
6. Tracy Labadie lead a discussion on the downtown coverage calendar
7. Dannie Alexander lead a discussion of the college's public health response and security & safety
8. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)

- i. No updates on the strategic plan
- ii. Two candidates for the DEI coordinator position and a hiring decision should be made today

b. Travel Authorizations

1. Karen Rivard to attend MCOLES Training Director Conference in Mason, MI from March 19-20, 2024
2. Tracy Labadie to attend the NAPAHE Summer Board Meeting at University of Houston on June 5 - 7, 2024
3. Megan Osetek, Anna Koenig, Hannah Lehman, and Cody Cook to attend the "Growing with Interpretation NAI regional conference" in Ann Arbor, MI from March 18-20, 2024
4. Rosie Florian, Josh Bartz, and Tom Hunt to attend Produce Safety Alliance Training in Grand Rapids, MI on Feb 20, 2024
5. Amy Buskirk to attend the 2024 SW Michigan Horticulture Days in Benton Harbor, MI on February 7-8, 2024
6. Sean Gordon attended the Michigan Association of Chiefs of Police (MACP) 2024 Winter Professional Development Conference in Grand Rapids, MI from February 7-9, 2024
7. Tanya Wolfe to attend the CAMEX (Campus Market Expo) 2024 Conference in Savannah, GA from February 24-28, 2024
8. Chris Stroven to present at the Region 5 NACADA conference in Milwaukee, WI on March 25-26, 2024
9. Apryl Scheffler-Martin to attend MIACADA Annual Conference in Marquette, MI from May 16-18, 2024
10. Russ Panico to attend MCCA Meeting in Harrison, MI on March 13, 2024
11. Brian Lueth to attend MCCRMA and MCCBOA Meetings in East Lansing February 28- March 1, 2024
12. Nathan Anderson to attend the Transfer Advisor Summit in Lansing, MI on March 8, 2024
13. Aaron Snead, Bob Bechtal, Joseph Davis, Sirri Bearss, Michelle Demeritt and Don Florinchi to attend the Ellucian Live Conference in San Antonio, TX from April 7-10, 2024
14. Julie Stotz-Ghosh to attend the American Literature Association Conference in Chicago, IL from May 23-26, 2024
15. Sarah Hubbell to attend AACRAO conference in Columbus, OH from April 7-10, 2024
16. Noel Corwin, Lizzie Luchsinger, and Josh Bartz to attend the Choices Conference in Troy, MI from March 20-22, 2024
17. Kate Miller to attend the MiRaise meeting in Lansing, MI on March 21, 2024
18. Nathan Brindley to attend the EVPro+ Level One Electronic Vehicle Training in Big Rapids, MI from May 13-15, 2024
19. Sirri Bears, Aaron Barys and Michelle Schultz to attend the Bridge 24 conference in New Orleans, LA from July 28-31, 2024
20. Staff and Administrator Fund Approved Activities
 - a. Halea Kasishke and David Kobb to attend the Instructure Conference July 9-11, 2024 in Las Vegas, NV

- c. Grants Update (Tracy Labadie)
 - i. none
- d. Institutional Review Board Update (Tracy Labadie)
 - i. New item introduction
 - ii. The IRB approved a research project titled *Identifying ENSO Alternate Conceptions Held by Non-Major, College Students* for Queen Roach, part-time Kalamazoo Valley faculty, on February 12, 2024. The host institution for this research is Western Michigan University. As per the approved research project, voluntary participants will complete a survey and an optional follow-up interview to measure their understanding of climate phenomena concepts.
- e. Personnel Updates as of 2-14-2024

Hires

Atiba Walker, Program Training Manager - Cosmetology & Barbering, effective 2-5-24
Richie Rucker, Program Training Manager - Cosmetology & Barbering, effective 2-5-24
Frank Vasquez, Recruitment and Outreach Coordinator, effective 1-29-24
Heather Brown, Senior Office Specialist – DHY, effective 1-29-24
Aliah Wafford, Program Director - Cosmetology & Barbering, effective 1-22-24

Transfers

Martha Lull, from Events Coordinator to Office Manager, effective 2-26-24
Mason Claussen, from PT Lab Technician to Computer Support Technician, effective 2-1-24

Resignations

Kristina Pudasaini, Recruitment and Outreach Coordinator, effective 2-27-24

Retirement

Cheryl Stout, Web Focus Programmer, effective 2-29-24

FT Currently Posted/Active Positions

Community Culinary and Nutrition Program Support Specialist
Retention and Completion Coach - Health Careers
Retention and Completion Coach - Immigrant Students
Director of Financial Aid
Associate Director of Financial Aid
Senior Office Specialist – Institutional Support Services
Assistant Controller
Associate Director of Law Enforcement Training Academy
Instructional Manager
Diversity and Inclusion Program Coordinator

Position Justification Forms

Community Culinary and Nutrition Program Support Specialist
Associate Director of Financial Aid
Dental Hygiene Faculty
Director of Financial Aid
Retention and Completion Coach - Immigrant Students

9. Announcements and Updates

a. Announcements

- i. Black History Month celebration on February 27, 2024
- ii. Those with Change of Position forms please meet with Aaron Hilliard to talk to Dr. Washington all at one time

b. Updates

- i. Migration from one drive to home drive
 - 1. IT document, tech piece meeting more communication to come
 - 2. External email banners- white list growing
- ii. The draft of the annual marketing plan is available for cabinet review please get your feedback to marketing
- iii. Working on pulling together updated information for strategic plans need help with info on any new partnerships, communication to come