

CABINET MEETING MINUTES

March 5, 2024, at 8:00 a.m. – 12:00 p.m.

Board Room

To: Cabinet, Archives
From: Erin Bishop
Subject: Minutes of March 5, 2024

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

Members Absent: Eagan, Reynolds

Guests: Tyler S. Everett and Tim Kyler (From Single Stop), Allison Moore

1. The February 20, 2024 Meeting minutes were approved as presented
2. Tyler S. Everett and Tim Kyler provided a demonstration for the Single Stop software
3. Brian Lueth presented a midyear financial update and the Board Policy 403 Financial Aid & Tuition/Fees Reports and Board Policy 411 Fiscal Management /Analysis
4. Dannie Alexander provided an update on ongoing safety & security actions
5. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - b. Travel Authorizations
 1. Michele McGowen to attend Disability Law Application Master Class in Chicago, IL from April 8-10, 2024
 2. Steve Crawford and Jessica Zwalua-Cook to attend the Michigan state meeting of the Great Lakes Planetarium Association in Flint, Michigan on May 11, 2024
 3. Nang Kham Phoo Lay, Arriza Wibowo, Benjamin Heerlyn, Elshaddai Mhango and Dherya Suri to attend the U.S. Information Technology Collegiate Conference in Shreveport, LA from April 3-7, 2024
 4. Amy Buskirk to attend the National Farm Viability Conference in Charleston, WV from April 29- May 2, 2024
 5. Heather Weinert (Student) to Attend the 40th Annual Developmental Disabilities Conference in East Lansing, MI from April 16-17, 2024

6. Denise Lindsley and Lois Baldwin to attend the Annual MOSPA conference: Michigan Occupational Special Populations Association in Boyne Mountain, MI from May 1-3, 2024
 7. Christopher Duchesneau and Jessica Lutz to attend the FA 201 Workshop NASFAA at Dearborn, MI on March 15, 2024
 8. Erin Dominianni, Hristinia Petrovska, and Rosie Florian to attend the MCCA Food Insecurity Roundtable Conversation in Detroit, MI on March 7, 2024
 9. Aaron Hilliard to attend TIAA meeting in Carlsbad, CA from April 7-10, 2024
 10. Staff and Administrator Fund Approved Activities
 - a. Tanya Wolfe, Camex Conference and Trade Show, in Savannah, GA, February 24-28, 2024
 - b. Madeline Isch, South by Southwest EDU Conference, in Austin, TX, March 4 – 8, 2024
- c. Grants Update (Tracy Labadie)
- i. None
- d. Institutional Review Board Update (Tracy Labadie)
- i. None
- e. Personnel Updates as of 2/27/24

Hires

Brittany Clark, Assistant Controller, effective 3-4-24

Pilar Short, Senior Office Specialist – Institutional Support Services, effective 2-26-24

FT Currently Posted/Active Positions

Dental Hygiene Instructor

Custodian

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

Events Coordinator

Youth Pipeline & Dual Enrollment Coordinator

Associate Director of Law Enforcement Training Academy

Instructional Manager

Diversity and Inclusion Program Coordinator

Position Justification Forms

Events Coordinator

Custodian

Youth Pipeline & Dual Enrollment Coordinator

6. Announcements and Updates
 - a. None