

## CABINET MEETING MINUTES

March 19, 2024, at 8:00 a.m. – 12:00 p.m.

### Board Room

**To:** Cabinet, Archives  
**From:** Erin Bishop  
**Subject:** Minutes of March 19, 2024

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

**Members Absent:** (None)

**Guests:** Allison Moore

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1. The March 5, 2024 Meeting minutes were approved as presented
2. The group reviewed and approved CMOP 3090 Authorized Educational Use of Alcohol as presented
3. Tracy Labadie provided an update on progress made towards the development of a grants strategic plan with the support of Ellucian grant services
4. The group discussed the college's Public Health Response and Security & Safety
5. Standing Items:
  - a. DEI Strategic Plan Update (Trice Batson)
    - i. A New Program Coordinator has been hired
    - ii. Programing
      1. Used Name training to be held on March 29<sup>th</sup>
      2. LGBTQ panel collaboration with K College and WMU to be held on campus
  - b. Travel Authorizations
    1. Gavin Henry to attend the PTK Catalyst Conference in Orlando, FL from April 3-6, 2024
    2. Alison Nord to attend the TACTYC Annual Conference in Arlington, TX from May 16-18, 2024
    3. Marlyn Rosas-Garcia (Student), Janet Cencer (Student), Jessica Brown (Student), Alyssa Park (Student), and Dawson Knipp (Student) to Attend the 40<sup>th</sup> Annual Developmental Disabilities Conference in East Lansing, MI from April 16-17, 2024

4. Chris Stroven no longer to attend the NACADA Region 5 conference
  5. David Barnes and Jason Kovacs to attend the U.S. Technology Collegiate Conference in Shreveport, LA from April 3-7, 2024
- c. Grants Update (Tracy Labadie)
    - i. The College will be submitting a proposal to Senator Peters' office for discretionary funding.
    - ii. On March 20, 2024, the college will be going through a compliance review for the Perkins Grant.
  - d. Institutional Review Board Update (Tracy Labadie)
    - i. None at this time
  - e. Personnel Updates as of March 13, 2024

Hires

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

Nizoramo Haitova, Diversity, and Inclusion Program Coordinator, effective 3-18-24

Retirement

Craig Jbara, Vice President for Strategic Business and Community Development, effective 4-30-24

FT Currently Posted/Active Positions

Recruitment and Outreach Coordinator

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

2. Announcements and Updates
  - a. Announcements
    - i. Cabinet meeting at other Campuses
      1. The April 2nd meeting will be held at AWH in room 328
      2. The June 18<sup>th</sup> meeting will be held at CAH in room 223
      3. The November 5<sup>th</sup> meeting will be held at CNM in room 065
    - ii. The foundation would like to join team meetings for 10-minute presentations on the days of giving for student scholarships
    - iii. The faculty summit will be on April 26, 2024

1. Student Services will be closed during the morning portion of the summit
- iv. March 20, 2024, will be the first New Student Orientation for high school Students
  1. Over 30 people registered to attend
- v. Campus Activities Board
  1. In conjunction with Western Michigan University and Kalamazoo College, Kalamazoo Valley will be supporting Neon Trees at a concert on April 5 at Miller Auditorium
- b. Update
  - i. IT: is continuing work on ongoing network troubleshooting
  - ii. Finance: The summer schedule for check runs will be on Wednesdays rather than Thursdays, paperwork must be in by Monday for it to be included on that week's run.
  - iii. Interview for the Kal the Cougar Mascot will be on March 25, 2024