

CABINET MEETING MINUTES

April 2, 2024, at 8:00 a.m. – 12:00 p.m.

AWH 328

To: Cabinet, Archives
From: Erin Bishop
Subject: Minutes of April 2, 2024

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

Guests: Evan Pauken, Elizabeth Washington (NACD)

1. The March 18, 2024 Meeting minutes were approved as presented
2. The group reviewed CMOP 5050 Social Media and it will be brought forward for a second review at a future meeting
3. Paige Eagan, Nkenge Bergan, and Evan Pauken provided the Student Services update and an update on Board Policy 404 – Retention Rates as well as Board Policy 406- Employer Satisfaction – Perkins Needs Assessment
4. Elizabeth Washington of the Northside Association Community Development provided updates and a presentation on the organization
5. Dr. Washington provided an update on the Michigan Reconnect Expansion
6. The group discussed the rotation of office hours at the Arcadia Commons Campus and the Bronson Healthy Living Campus.
7. The group discussed the college's public health response and security & safety activity
8. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - i. Used name program/workshop will be offered to college groups/units going forward
 - ii. LGBTQ panel collaboration with K College and WMU to be held on campus on April 2, 2024
 - iii. Ongoing student equity education conversations are taking place
 - iv. Discussion with organizers of the Canadiana fest regarding an opportunity to partner for future events

- v. Women's luncheon held on March 29, 2024 had a great turnout and extremely positive responses from the community

b. Travel Authorizations

1. Jason Ramsey, Susan Pearson, Cheyenne Alley (Student), Madelaine Antisdale (Student), Destiny Betz (Student), Kayla Chartier (Student), Melissa Dailey (Student), Nick Gmur (Student), Hernan Hernandez (Student), Raine Jackson (Student), Amanda Lawrence (Student), Morgan Mohr (Student), Katheryn Perkins (Student), Faye Scott-Farnsworth (Student), Lorenzo Weaver (Student), and Adylan Yost (Student) to attend Michigan Society for Respiratory Care (MSRC) Conference in Troy, MI from April 10-12, 2024
2. Logan Pearson (Student) to Attend the 40th Annual Developmental Disabilities Conference in East Lansing, MI from April 16-17, 2024
3. Joel Schmidt to attend AWS CWI Training in Detroit, MI from May 5-10, 2024
4. Daniel Bernard, Taylor Whisman, Moriya Hurst to attend the Program Director Conference in Taylor, MI on April 5, 2024
5. Gavin Henry, Audrey Mattson (Student), Mackenzie Flood (Student), Anna Oppedisano (Student), Samantha Gorenchan (Student), and Alexander Taylor (Student) to attend the PTK Regional Convention in Mt. Pleasant, MI from May 17-19, 2024
6. Tom Sutton to attend the American Clean Power Conference in Minneapolis, MN from May 6-9, 2024
7. Staff and Administrator Fund Approved Activities
 - a. Meredith Vanderhill and Gabrielle Vernon, to attend the International Association of Administrative Professionals (IAAP) Summit in New York, NY from July 10-13, 2024
 - b. David Swan to attend the Instructional Design Professionals Conference online from July 16-17, 2024

c. Grants Update (Tracy Labadie)

i. Award

1. Michigan Reconnect Age Expansion Intervention Grants - \$75,000 One-Time Grants
 - On October 2, 2023, The Michigan Reconnect grant program was temporarily expanded to include Michiganders aged 21 to 24 who don't already have a college degree. To support college efforts to expand normal outreach, marketing and financial aid functions, the State has awarded Kalamazoo Valley Community College:
 - i. \$20,000 to implement Information Technology (IT) processes to reach out to current students who are partially Reconnect eligible via text-messaging and Learning Management System (LMS) pop-up messaging.

- ii. \$25,000 to supplement or enhance marketing and communications outreach to build awareness of the Michigan Reconnect scholarship program to eligible students and prospective students.
- iii. \$30,000 to assist with financial aid office operations and compliance efforts.

d. Institutional Review Board Update (Tracy Labadie)

- i. None at this time

e. Personnel Updates as of March 26, 2024

Hires

Jelena Zavada, Custodian, effective 3-25-24

Resignations

Ryan St. John, Director of Recruitment and Outreach, effective 4-3-24

FT Currently Posted/Active Positions

Recruitment and Outreach Coordinator

Dental Hygiene Instructor

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

Position Justification Forms

Public Safety Officer

9. Announcements/Updates

a. IT is working to increase links between campuses

- i. Groves link has been completed
- ii. CAH/FIC link in process

b. Committee Process Update

- i. Annual reports are due May 1, 2024
- ii. Membership
 - 1. Chairs with concerns should speak with their cabinet-level supervisor and they will bring those concerns to Dr. Washington
 - 2. Chairs will be asked to send names of non-active persons to their cabinet member, Dr. Washington would ask that the Cabinet member

follow up with those individuals and then refer them for removal to Dr. Washington for further action if needed

- c. Kalamazoo Valley Foodways Symposium to occur April 5-6, 2024
- d. 2024 Solar Eclipse event to be held at Kalamazoo Valley Museum on April 8, 2024
- e. Valley Advantage will be happening again this summer
 - i. 4 cohorts over the summer and one in the fall
- f. Kalamazoo Valley Foundation week of giving April 8-12, 2024
 - i. Foundation representatives will be visiting every campus over the week
- g. Higher Promise Internships
 - i. There will be two Higher Promise interns on campus this summer
- h. Cabinet meeting at other Campuses
 - i. The June 18th meeting will be held at CAH in room 223
 - ii. The October 1st meeting will be held at the Groves in room A1060
 - iii. The November 5th meeting will be held at CNM in room 065