

CABINET MEETING SUMMARY

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

TTC Boardroom

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

Excused: Batson

Guests: Erin Bishop

1. The November 5, 2024 meeting minutes were approved as presented
2. Alisha Siebers led a capital campaign discussion
3. Paige Eagan, Tracy Labadie, Mark Dunneback, Billy Reynolds, and Aaron Snead led an AI discussion
4. Aaron Snead updated the group on Zoom's AI features
5. The group discussed CMOP 3070 Recognition of Distinguished Service
6. Dannie Alexander provided an update on the college's security and safety activity
7. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - i. None at the time
 - b. Grants Update (Tracy Labadie)
 - i. None at the time
 - c. Institutional Review Board Update (Tracy Labadie)
 - i. None at this time
 - d. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. The team has been working with the owner's Rep to build the RFP that went out November 18, 2024 to the design firms
 1. Walk through with firms on November 22
 2. Interviews will be held on December 11
 - e. Travel Authorizations

- i. Paige Eagan, Tracy Labadie, Mark Dunneback, Gail Fredericks, Beth Brandon, Anna Fontaine, and the new assistant dean to attend the HLC Conference in Chicago, IL from April 5-8, 2025
- ii. Lexie Kobb and Hristina Petrovska attended Plant-Kin Preservation & Rematration in Ann Arbor, MI on November 15, 2024
- iii. Staff and Administrator Fund Approved Activities:
 - 1. Madeline Isch to attend South by Southwest EDU Conference in Austin, TX, March 3-6, 2025
 - 2. Billy Reynolds attended the "Unleashing AI's Potential for Community Colleges" workshop in Dallas, TX, November 14-15, 2024

f. Personnel Updates as of November 11, 2024

New Hires

John Saylor, Maintenance Supervisor, effective 11-4-24
 Trevor Esman, Utility Maintenance Specialist, effective 11-4-24
 Ramon Veraza, Utility Maintenance Specialist, effective 11-4-24
 Onkari Thomas, Custodian, effective 11-18-24
 Daniel Thrams, Custodian, effective 11-18-24
 Colin Johnson, Recruitment Coordinator – KVAAP, effective 11-18-24
 Holly Hooper, Farm Innovation Applied Research Program Manager, effective 11-18-24

Transfers

Michael Dorr, from PT to FT Public Safety Officer, effective 11-18-24

FT Currently Posted/Active Positions

Food & Beverage Coordinator
 Maintenance Specialist
 Theater & Planetarium Technologist
 Director of Institutional Research
 Academic & Career Pathway Advisor
 Administrative Assistant – SDS
 Student Financial Services Representative
 Custodian
 Assistant Dean of Accreditation & Compliance
 Program Coordinator – Public Service Program Academies
 HVAC Technician
 Assistant Director of Kalamazoo Valley Accelerated Associate Program
 Administrative Assistant - SDS
 Cosmetology Training Manager
 Health Careers Lab Manager & Clinical Coordinator
 Community Culinary & Nutrition Program Support Specialist

Position Justification Forms

Assistant Director of Library Access Services

Library Services Supervisor

Training & Development Coordinator

Administrative Assistant

Community Culinary & Nutrition Support Specialist

2. Announcements and Updates

- a. Recent updates to the fiber cables from AWH to the Museum caused several unexpected disruptions when putting in the new cables
- b. New employee orientation – hiring dates/orientation review
- c. Onboarding agenda sent to the cabinet
- d. Dawn Deluca, Kathy Purnell, and Sherry Thomas Cloud were elected to the Board of Trustees
- e. The Cabinet is scheduled to help pack food share boxes on November 25 at 9 am
- f. There will be work on the trees along the college's property on 8th Street starting November 20, 2024
- g. The facilities work on the walking trails through the woods is expected to be completed by mid-December
- h. The Business office put out a reminder that there is a need for clarity in purchase requisition descriptions as well as adherence to only purchasing approved items
- i. Nkenge Bergan provided an update on the champions/Strengths program
- j. Admissions, Records, and Registration are working in collaboration with the Student Development Services for Gradfest, Fall Spirit Days, Winter Spirit Days, and the Big Chill
- k. Public Safety reminder if we have students traveling please connect with public safety for Title IV and Clery paperwork