

CABINET MEETING AGENDA

March 4, 2025, at 8:00 a.m. – 12:00 p.m.

TTC Boardroom

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

Members Absent: none

Guests: Dr. Anna Fontaine and Sara Herrmann

1. The February 4, 2025 meeting minutes were approved as presented
2. Anna Fontaine and Sara Herrmann presented on the MCCA Leadership Academy
3. Paige Eagan presented on Integration of Artificial Intelligence
4. Brian Lueth provided a finance midyear update and updates on Board Policies 403 & 411
5. Tracy Labadie led a discussion on downtown coverage
6. Security & Safety Discussion (Dannie Alexander)
7. Standing Items:
 - a. DEI Strategic Plan Update (Trice Batson)
 - i. Trice lead Dear Colleague Letter discussion
 - b. Grants Update (Tracy Labadie)
 - i. The College has been accepted into the first cohort for ATAIN
 - c. Institutional Review Board Update (Tracy Labadie)
 - i. None at this time
 - d. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. Opportunity to do envisioning sessions with program leaderships about their desires for their spaces
 - ii. Visioning session to identify three things we would like this project to be for the college long term
 - iii. Working on building layout and how we see this project looking like moving forward

e. Travel Authorizations

- i. Jim Ratliff to attend the ACRL (Association of College and Research Libraries) Conference in Minneapolis, MN, from April 2-5, 2025.
- ii. David Barnes, Joshua Lent (student), Arriza Wibowo (student), and Elshaddai Mahango (student) to attend the US Information Technology Collegiate Conference in Springfield, MO from March 26 – 30, 2025.
- iii. Nizora Haitova to attend the Association of Institutional Research (AIR) National Conference in Orlando, FL from May 19 – 23, 2025.
- iv. Veronica McCann and Jeri Blanchard (Student) to attend the 2025 Joint Northeastern and North Central Section GSA Meeting in Erie, PA from March 27-31, 2025.
- v. Theo Sypris to attend the Midwest Institute 2025 Conference in Elyria, Ohio from March 28-29, 2025.
- vi. Susan Pearson, Jason Ramsey, Cheyenne Alley (Student), Madelaine Antisdale (Student), Destiny Betz (Student), Nick Gmur (Student), Hernan Hernandez (Student), Raine Jackson (Student), Morgan Mohr (Student), Megan O'Connor (Student), Faye Scott-Farnsworth (Student), Adylan Yost (Student), Hannah Davis (Student), Cansyn Haislip (Student), Colby Miles (Student), and Zoe Nadrasiik (Student) to attend the Sputum Bowl Competition MSRC Conference in East Lansing, MI from April 7-9, 2025.
- vii. Aaron Hilliard to attend TIAA conference in Hollywood, FL from March 30- April 2, 2025
- viii. Carl Ross attended the McGraw Hill First Year and Beyond: Unlocking the Modern Student's Potential Conference in Nashville, TN from February 27-March 1, 2025
- ix. Diane Roushangar to attend the Midwest Sociological Society Annual Conference in Chicago, IL from March 13-15, 2025
- x. Joe Wagner will no longer be attending the Innovations Conference in San Antonio, TX from March 9-12, 2025
- xi. Karin Denman and Stephanie Moats to attend the Higher Ed Collections, Compliance and Past Due Account Management Workshop in Detroit, MI on April 8, 2025
- xii. Staff and Administrator Fund Approved Activities
 1. Billy Reynolds, to attend the Innovations Conference in San Antonio, TX March 9-12, 2025
 2. Tanya Wolfe, to attend the CAMEX Conference & Trade Show in Fort Worth, TX, February 19-23, 2025
 3. Ben Herbert to attend American Association of Collegiate Registrars and Admissions Officers (AACRAO) Annual Meeting in Seattle, WA from March 30- April 2, 2025

f. Personnel Updates as of February 27, 2025

New Hires

Lindsey Hart, Academic & Career Pathway, effective 3-17-25
Alexzandriah Jerry, Student Financial Services Representative, effective 3-3-25
Leona Carter, Academic & Career Pathway, effective 3-3-25
Tyler Lawrence, Community Culinary & Nutrition Program Support Specialist, effective 2-17-25
Angel Banuelos, Academic & Career Pathway, effective 2-17-25
Kathleen Drzewiecki, Senior Office Specialist, effective 2-17-25
Gaoshan Raymond, Administrative Assistant, effective 2-17-25
Alyssa DeNooyer, Administrative Assistant, effective 2-17-25
Kayla Haywood, Custodian, effective 2-17-25
Kimberly Dupree, Training & Development Coordinator, effective 2-17-25
Austin Crandall, Developer, effective 2-3-25
Ellen Pancake, Library Services Supervisor, effective 3-3-25
Rickey Westfall, Custodian, effective 3-3-25
Nathan McAllister, Custodian, effective 3-3-25

Transfer

Tom Bauer, from Utility Maintenance Specialist to HVAC Technician, effective 3-1-25

FT Currently Posted/Active Positions

Director of Advising & Counseling
Custodial Supervisor
Instructional Manager
Senior Office Specialist
Maintenance Specialist
Academic & Career Pathway Advisor
Patient Care Academy Instructor
Foundation Officer
Educational Professional – Sciences
Interpreter
Academic Development & Instructional Technology Analyst
Theater & Planetarium Technician

Position Justification Forms

Collections Cataloguer
Public Safety Officer II
Student Ambassador
Program Coordinator (Energy & Technical Career Training Programs)
Grant Coordinator

2. Announcements and Updates
 - a. Announcements
 - i. Women's luncheon will be held at Anna Whitten Hall on March 12 at 12:00 pm
 - ii. MCCA Community College Connections Committee Conference in Lansing, MI from March 24-25, 2025
 - b. Updates

- i. SDS
 - 1. Work is still being done on carpeting following the water pipe brake, there might be times where members of the team have to be temporarily moved to other areas
 - 2. The men's basketball team are ranked number 1 and are the western conference champions
 - 3. The women's basketball team are still in post season play
- ii. Marketing Department
 - 1. The department would like to give thanks for the marked shift they have seen in people making sure requested projects have proper advanced notice for work time
- iii. Kalamazoo Valley Community College Foundation
 - 1. Alisha Siebers provided a update on the capital campaign
- iv. IT
 - 1. The large Banner migration previously mention will be rescheduled
- v. Provost Office
 - 1. Looking for a date for a program signing with GVSU
 - 2. Around 90 students attended the health careers dinner recently held
- c. Reminders
 - i. Memberships all needed to come to President's Office for Dr. Washington to approve before payment is made