

CABINET MEETING MINUTES

June 17, 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, Washington, and Washington

Members Absent:

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1. The June 3, 2025, meeting minutes have been approved as presented
 2. Elizabeth Washington led a review of committee membership change requests
 3. Aaron Hilliard led a cabinet review of job descriptions
 4. Dannie Alexander provided an update on the college's security & safety activities
 5. Standing Items:
 - a. HLC Discussion (Paige Eagan)
 - i. None at this time
 - b. DEI Strategic Plan Update (Trice Batson)
 - i. None at this time
 - c. Grants Update (Elizabeth Washington)
 - i. None at this time
 - d. Institutional Review Board Update (Elizabeth Washington)
 - i. None at this time
 - e. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. resubmitted the updated schematic design with the edits that were needed, and it is in review now.
 - f. Travel Authorizations
 - i. Bob Bechtel to attend Oracle Cloud World in Las Vegas, NV from October 13-16, 2025
 - ii. Brian Lueth to attend the NACUBO annual conference in Washington, DC, from July 26-29, 2025
 - iii. Brian Lueth to attend the MCCRMA meeting in Gaylord, MI on July 22, 2025
 - iv. Sara Herrmann to attend the MCCBOA meeting in Gaylord, MI from July 23-25, 2025

- v. Christy Kincaid to attend the Association of Midwest Museums Conference in Quad Cities, IL from July 30-August 2, 2025
 - vi. Staff and Administrator Fund Approved Activities
 - 1. LaJoyce Brooks to attend Michigan American Council on Education (MI-ACE) Women's Network Conference in Lansing, MI from June 16-17, 2025
- g. Personnel Updates as of June 10, 2025
 - New Hire
 - Russ Barrett, Medical Culinary Program Director, effective 7-2-25
 - Chris Rasmussen, Utility Maintenance Specialist, effective 6-16-25
 - Resignation
 - Nick Yahr, Systems Analyst/Developer, effective 5-26-25
 - Retirement
 - Denise Miller, English Faculty, effective 6-20-25
 - FT Currently Posted/Active Positions
 - Instructional Manager
 - Patient Care Academy Instructor
 - Maintenance Supervisor
 - Academic Development & Instructional Technology Analyst
 - Director of Operational & Institutional Support Services
 - Program Coordinator – Diversity & Inclusion
 - Public Safety Officer
 - Purchasing Manager
 - Systems Analyst Developer

6. Announcements and Updates

- a. Kalamazoo Valley Community College Employee Excellence Awards submission deadline is July 10, 2025
- b. Kalamazoo Valley Community College was announced as part of the 2025 Achieving the Dream Cohort
- c. IT update on the banner updates
- d. Wind Turbine Graduation on June 20, 2025 – 10 graduates
- e. Business office
 - i. Reminder June 30 is the end of fiscal year 2024-2025
 - ii. Time sheet and leave approval updates
- f. Marketing provided an update on the capital campaign
- g. SDS
 - i. Departments sent promo requests to SDS
 - ii. June 17, 2025 is an adult connect event
 - iii. KV Circle Center update
- h. Partnership updates to Elizabeth for the Strategic Plan report update