

CABINET MEETING MINUTES

July 15, 2025, at 8:00 a.m. – 12:00 p.m.

TTC Boardroom

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

Members Absent: Eagan, Batson

The June 17, 2025, meeting minutes were approved as presented

The Group discussed and updated on the Achieving the Dream Kick-Off event in Charlotte, NC

Dannie Alexander provided an update on the college's security & safety activities

1. Standing Items:

- a. HLC Discussion (Elizabeth Washington on behalf of Paige Eagan)
 - i. Quality initiative report still under review and has had additional information requested
 - ii. Proposal accepted for a symposium
 - iii. Will resend the report for review
- b. DEI Strategic Plan Update (Aaron Snead on behalf of Trice Batson)
 - i. The first chosen first name training session was held with positive response
 - ii. 2 more sessions are scheduled to be held next week 22nd 10:30 and August 13 at 12:30 all are virtual
 - iii. In person available on request
- c. Grants Update (Elizabeth Washington)
 - i.
- d. Institutional Review Board Update (Elizabeth Washington)
 - i. None at this time
- e. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. Second review by the state and will be submitting the final draft to the state by august
 - ii. Moving forward with meeting tomorrow for equipment plans with builders and program partners
- f. Travel Authorizations

- i. Carol Guerrero to attend and present at the National Science Teaching Association National Conference in Minneapolis, MN from November 12-15, 2025
 - ii. Yvonne Chapman to attend the 2025 OADN Convention in Nashville, TN from October 20-22, 2025
 - iii. Staff and Administrator Fund Approved Activities
 - 1. Billy Reynolds to attend the K-College Institute: Strengthening Pathways Through Dual Enrollment in Denver, CO from July 23-25, 2025

g. Personnel Updates as of July 9, 2025

New Hire

Christopher Laponsie, Systems Analyst Developer, effective 7-2-25

Chris Whitsel, Program Coordinator – Diversity & Inclusion, effective 7-2-25

Matthew Walker, Maintenance Supervisor, effective 7-2-25

Antionette Goggans, Purchasing Manager, effective 7-16-25

Transfers

Gabrielle Vernon, from Office Manager to Director of Operational & Institutional Support Services, effective 7-1-25

Joshua Winters-Brown, from IT Support Analyst to Systems Analyst Developer, effective 7-16-25

Austin Crandall, from Developer to Systems Analyst Developer, effective 7-16-25

Resignation

Elizabeth Schab, Program Coordinator – KVAAP, effective 8-7-25

Retirement

Lauren Puttkammer, Network Analyst, effective 7-11-25

FT Currently Posted/Active Positions

Instructional Manager

Patient Care Academy Instructor

Academic Development & Instructional Technology Analyst

Public Safety Officer

Utility Maintenance Specialist

Position Justification Forms

Program Coordinator - KVAAP

Network Analyst

IT Support Analyst

Lifeguard

WFC Specialist

Office Manager

2. Announcements and Updates

- a. Admin Plus retreat July 21 at the Groves
- b. IT
 - i. Replacing 333 laptops, 400+ computers in total
 - ii. Uber signal work for cell signal boosting wiring
- c. Business
 - i. In new fiscal year and consolidation of budgets
 - ii. Messaging going out for templates and labor distributions
- d. Monitor and enrollment questions for students who are dropped for non payment today
- e. Marketing – OFE marketing to begin and looking for names for paper invitations
- f. Capital campaign 1 million grant received
- g. 50,000 from sweet manufacturing
- h. Aug 28 title nine training a morning and afternoon session with legal council
 - i. MCCSSA will hold additional training on July 31
- i. Student communication