

CABINET MEETING MINUTES

September 2, 2025, at 8:00 a.m. – 12:00 p.m.

TTC Boardroom

1. The July 15, 2025, meeting minutes were approved as presented
2. Trice Batson provided an update on the Diversity and Inclusion Master Plan
3. Dr. Washington provided an update on Training and Development
4. Standing Items:
 - a. Higher Learning Commission Discussion (Paige Eagan)
 - i. The team has scheduled regular check-in meetings
 - ii. The assurance argument is being written now
 - iii. Communications on requested evidence will be sent out from Angela Marsh-Peek
 - b. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. The Budget is under review by the state for approval; this approval is needed to move the project into the construction phase
 - c. Security & Safety Discussion (Dannie Alexander)
 - i. Public Safety is working on a calendar of expected trainings for the year that will be brought to the cabinet on a schedule for review soon
 - d. Artificial Intelligence (AI) (Paige Eagan and Aaron Snead)
 - i. AI sessions were offered in the Faculty portion of the recent summit led by faculty from other colleges
 - ii. Looking to kick off a group this semester to outline student AI literacy and fluency
 - iii. Working with Strategies by Design
 - iv. AI IT impact
 - e. Grants/ Institutional Review Board Update (Provided by Paige Eagan on behalf of Elizabeth Washington)
 - i. The college received notification on Friday, August 29, 2025, of a conditional award of the 30/30 grant.
 - ii. Achieving the Dream and the Community College Research Center launched a joint effort in scaling shortened academic terms. The Michigan Community College Association has contacted Kalamazoo Valley and three other colleges to apply for the connected grant.

f. Travel Authorizations

- i. Dannie Alexander attended the Advanced Higher Education Title IX Symposium in Fairfax, VA, from July 21-22, 2025
- ii. Aaron Snead and Joel Larson, will be attending the Educause conference in Nashville, TN, from October 27-30, 2025
- iii. Amy Longcore, Shelley DeLeeuw, and Andy Young will attend the American Mathematics Association of Two-Year Colleges (AMATYC) annual conference in Reno, NV, from November 13-16, 2025
- iv. Beth Keith attended the Michigan Landscape and Nursery Association "Elite Crew Training" Landscape Management/Construction Workshop in East Lansing, MI, from August 7-9, 2025
- v. Brittany Glanton attended the National Small College Enrollment Conference in Charlotte, NC, from July 28-30, 2025
- vi. Lynn Grammel to attend the CAEL (Council for Adult and Experiential Learning) Conference in Memphis, TN, from November 12-14, 2025
- vii. Mary Cox, Tyler Roemer, Julianne Pankow, Leona Carter, Kevin Tucker, and Matt Ryan to attend the Academic Advising Conference sponsored by Central Michigan University in Mt. Pleasant, MI, on October 3, 2025
- viii. Nkenge Bergan to attend the MCCSSA fall conference in Bay Harbor in October 1-3, 2025
- ix. Denise Lindsley attended the Annual Data Workshop for Perkins/Special Populations in Lansing, MI on August 7, 2025
- x. Aaron Hilliard to attend the TIAA Conference in Charlotte, NC from October 26-30, 2025
- xi. Michelle DeMeritt, Rebecca Craft, Aaron Hilliard to attend the WMHIP benefits summit in Grand Rapids, MI on September 10, 2025
- xii. Rebecca Craft, Michelle DeMeritt, and Renee Martin to attend the Michigan Human Resources Affinity Group, MCCHRA, fall conference in Petoskey, MI, from October 22-24, 2025
- xiii. Nkenge Bergan, Angela Marsh-Peek, Billy Reynolds, Aaron Williams, and Paige Eagan to attend a Symposium on transforming the Postsecondary Experience in Chicago, IL, from October 31-November 2, 2025
- xiv. Lois Baldwin to attend Crisis Intervention Team Training in Portage, MI from September 15-18, 2025
- xv. Josh Holderbaum, Charissa Sedor, and Steve Crawford to attend the annual conference of the Great Lakes Planetarium Association in St. Paul, MN from October 7-11, 2025
- xvi. Olivia Ford, Regina Gorham, Christy Kincaid, and Grace Gardziella to attend the Michigan Museums Association Conference in East Lansing, MI, from October 13-15, 2025
- xvii. Suprotik Stotz-Ghosh to attend the McCAFE (Michigan Community Colleges fundraisers' group) Conference in Petoskey, MI from September 10-11, 2025
- xviii. Kevin Dockerty to attend National Collegiate Honors Conference from November 6-9, 2026

- xix. Dorinda Loucks to attend the Annual AAMA Conference and Self Study Workshop in Arlington, VA from September 19-22, 2025
- xx. Felicia Thomas and Nancy Whitmore attended the WeCoach Regional Workshop in Chicago, IL, on August 5, 2025
- xxi. Rachel Bair, Nkenge Bergan, Beth Brandon, Erin Dominianni, Mark Dunneback, Paige Eagan, Nizora Haitova, Charles Heidelberg, Ben Herbert, Sarah Hubbell, Brian Lueth, Miranda McDowell, Billy Reynolds, Sarah Stallings, Louis Thomas, James Valliere, Elizabeth Washington, Aaron Williams to attend the MCCA Student Success Summit in East Lansing, MI from September 18-19, 2025
- xxii. Kevin Fuchs, Irene Kivinen, Sierra Kane, Karine Veilleux, Sabine Lenzner and Erin Mortimer to attend the Michigan World Language Association Conference in Lansing, MI from October 23-24, 2025
- xxiii. Staff and Administrator Fund Approved Activities – Submitted for Consideration
 - 1. Mike Thompson requesting attendance for four (4) staff in the Recruitment and Outreach unit (to be determined) to attend Target X Recruitment Track Training, virtual, September 16 – October 23, 2025.
 - 2. Nkenge Bergan requesting attendance for six (6) staff (Miranda McDowell, Mary McConnell, Aaron Williams, James Valliere, Charles Heidelberg, Beth Brandon) to attend MCCSSA Annual Fall Conference in Petoskey, MI, October 1 – 3, 2025.
 - 3. Sherry Postula requesting to attend ASPIRE, Ad Astra’s annual conference, in Scottsdale, AZ, October 12-15, 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

Mason Claussen, from Computer Support Technician to IT Support Analyst, effective 9-3-25

Resignation

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

Retirement

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

Cindy Parks, Office Specialist, effective 1-5-26

FT Currently Posted/Active Positions

Instructional Manager
Patient Care Academy Instructor
Academic Development & Instructional Technology Analyst
Public Safety Officer
Utility Maintenance Specialist
Office Manager
Program Coordinator -KVAAP
Developer
Network Analyst
Alumni Relations Coordinator

Position Justification Forms

Associate Director of Energy & Construction Career Training
Health Careers Coordinator
Program Coordinator
Lab Manager – EDMT
Lab Assistant – CHM
Instructional Manager – Patient Care Academy

5. Announcements and Updates

- a. Dr. Washington led the group in a follow-up discussion of the fall summit
- b. Vibe Fest
 - i. Held at Anna Witten Hall on September 9, 2025, and at the Texas Township Campus on September 10, 2025
- c. Club advisory meetings are being scheduled; there are 26 active clubs on campus
- d. KVCircle center updates
- e. A Student Success breakfast in October, the specific date is not yet set
- f. The Opportunities For Education fundraiser will be held on September 18 at the Food Innovation Center
- g. The College will be hosting a Language Deprivation Conference from October 24-26, 2025
- h. Business Office updated that the auditors will be on campus the next two weeks
- i. Title IX training update
 - i. If you have anyone who did not attend the in-person training, please provide their names to Dannie to connect them to our recorded training option
- j. The Achieving the Dream coaches will be visiting in early October