

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of April 21, 2020

Members Present: Collins, Depta, Hilliard, Jbara, Johnson, Linden, Lueth, Washington and Welsh
Staff Present: Sherry Weber

1. The minutes of April 7, 2020 were approved as amended.
2. Student IN focus Newsletter/Virtual Commencement – A new IN focus Newsletter for students has been e-mailed to all students. The open rate is between 40% to 60%

Virtual commencement will be take place on Sunday April 24 at 2:00 pm. Thank you to all the faculty, staff, board and students who are participating. All graduates received a special regular mailing regarding the commencement and the names of all graduates. A follow-up mailing in May with degree will be sent to all graduates.
3. C.A.R.E.S. Act – KVCC will receive allocation from the C.A.R.E.S. Act. 50% will be for direct aid to students for life related non college tuition support needs (childcare, transportation, technology) the other 50% will be to help support College operations for expenses incurred during the pandemic. Many leaders across the college including Dr. Washington, Mike Collins, Brian Lueth and Alisha Cederberg are working on logistics for how to disperse student direct aid funds. The target for student support is underserved students who need assistance being successful with College during this time. Work to reach the appropriate target group continues.
4. COVID-19 - KVCC response summary document review – Kathy Johnson updated group on a summary of all that the College has done related to COVID-19. Once final, the document will be included in the Strategic Plan 2020 update.
5. The term Co-requisites will be eliminated and therefore need to be removed from Master Syllabi. The process of removing co-requisites from Master Syllabi will gradually occur as courses are presented for various curricular actions and updates to the Course & Curriculum Committee. This proposal was already presented to and endorsed by ALC and now moves to Cabinet for consideration and final approval. - APPROVED by CABINET.
6. 2020 Summit – Moving ahead to plan and schedule the Summit for September 2020. Please consider being a presenter for Summit – Focus is on health, physical and mental wellbeing, and engagement. Follow-up with Aaron Hilliard and Molly Cartwright.

7. Standing Items

— Travel Authorizations

Travel Authorizations – NO TRAVEL OR PAID PROFESSIONAL DEVELOPMENT at this TIME without APPROVAL OF PRESIDENT until further notice. This includes reauthorization of conferences which may have been previously approved

— Grants

- Kalamazoo Community Collaborative grant update – The group discussed next steps for moving forward with the Kalamazoo Community Collaborative grant application being led by Western Michigan University.

— Personnel Updates

Hires

Transfers

Resignation

- Renae Skutnik, Employment Manager, effective 4-17-20
- Alexis Blamer, Materials and Facilities Assistant, effective 5-14-20

Retirement

Approved Position Justification Forms

Posted Positions

— Announcements and Updates

- Ferris State University and KVCC are in final stages on Memorandum Of Understanding for University Center
- IT support for LMS, laptop, etc. is going well
- Working on facilities plan and other staffing plan to reopen college
- Extending summer payment plans through Aug.
- Pursuing other payment flexibility for summer enrolled students
- Dr. Washington shared a letter from the State of Michigan Dept. of Health and Human Services related to the Racial and Ethnic Disparities in COVID-19 cases and deaths
- Dr. Washington led a discussion related to the guiding principles for planning to reopen the College for employees and students following the pandemic. A rollout plan is being developed and will be shared in the near future.

Next Cabinet Meeting: May 5, 2020 at 8:00 am.