

**To:** Cabinet, Archives  
**From:** Sherry Weber  
**Subject:** Minutes of January 19, 2021

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**Members Present:** Batson, Alexander, Collins, Depta, Eagan, Hilliard, Jbara, Johnson, Lueth  
Washington and Welsh  
**Staff Present:** Sherry Weber  
**Guest:** Allison Moore

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1. The minutes of January 4, 2021 were approved as amended.
2. The second reading of CMOP 3095 – Cabinet approved CMOP 3095.
3. Procedures Team Update was given by Craig Jbara and Allison Moore:
  - Procedures Task Force Outline was shared by Craig Jbara
  - Bookstack operations and lay out was share by Allison Moore
4. Michigan Liquor Control Commission and United States Department of Treasury Alcohol and Tobacco Tax and Trade Bureau Resolution was approved by Cabinet. A copy of this resolution is attached to and made a part of the minutes.
5. COVID-19 Response
  - Each Vice President gave employee schedule/staffing updates for their area.
  - COVID-19 Vaccine planning continues to move forward. Human Resources is working with the Kalamazoo County Office of Emergency Management on distribution of the COVID-19 vaccination.

#### 6. Standing Items

##### — Travel Authorizations

##### — Grants

- The College has been awarded a \$496,992 grant from the USDA National Institute for Food and Agriculture. The KVCC Building Pathways for Sustainable Horticulture and Landscape Management in Southwest Michigan grant project will support the planning and development of a new, industry- informed and leading-edge certificate and degree program in sustainable systems for Horticulture, Agriculture, and Urban Landscapes. The project will be a collaboration between non-credit and credit areas of the college. Rachel Bair, Director for Sustainable and Innovative Food Systems, will work closely with Dr. Paige Eagan and other academic faculty and leadership on project.

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— **Personnel Updates**

**Hires**

**Transfer**

**Resignation**

- Casey Martin, Academic Career and Pathway Advisor, effective 1-15-21

**Retirement**

- Charissa Oliphant, Chemistry Faculty, effective 5-31-21
- Judy Hayes, Staff Accountant, effective 2-28-21

**Separation**

**Position Justification Forms**

- Special Project Technician – Financial Aid
- Senior Office Specialist – Groves
- Financial Aid Advisor

**Full Time Currently Posted Positions**

— **Announcements and Updates**

- Kalamazoo Valley Community College, Western Michigan University and local partners continue their tradition of honoring slain civil rights icon Martin Luther King Jr. with a series of virtual events.
- Kalamazoo Valley Museum is open to the community by taking on-line appointment registration.
- IT corrected some operational issues we were experiencing. Please be aware of many phishing attempts currently circulating. Do not click on any links and do not forward message. Mark as Spam.
- Department of Education released new stimulus CARES Act money.

**Next Cabinet Meeting: February 2, 2021 at 8:00 am.**

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**KALAMAZOO VALLEY COMMUNITY COLLEGE  
CABINET RESOLUTION**

Office of the President  
Texas Township Campus  
6767 West O Avenue  
PO Box 4070  
Kalamazoo, MI 49003-4070  
269.488.4200  
[www.kvcc.edu](http://www.kvcc.edu)

Board of Trustees  
Jeffrey W. Patton, Chair  
Lucinda M. Stinson, Vice Chair  
Susan L. Miller, Secretary  
Patrick A. Farmer, Treasurer  
Julia C. Buck, Trustee  
Dawn M. DeLuca, Trustee  
Mary T. Gustas, Trustee

Arcadia Commons Campus  
202 North Rose Street  
PO Box 4070  
Kalamazoo, MI 49003-4070  
269.373.7800

Bronson Healthy Living Campus  
418 E. Walnut Street  
P.O. Box 4070  
Kalamazoo, MI 49003-4070  
269.548.3300

The Groves Campus  
7107 Elm Valley Drive  
PO Box 4070  
Kalamazoo, MI 49003-4070  
269.353.1253

Kalamazoo Valley Museum  
230 North Rose Street  
PO Box 4070  
Kalamazoo, MI 49003-4070  
269.373.7990

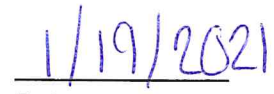
At a regular meeting of the Kalamazoo Valley Community College Cabinet, called to order by President L. Marshall Washington, Ph. D., on January 19, 2021 at 8:00 a.m., the group unanimously recommends that Dannie Alexander, Vice President for Campus Planning and Operations, and Brian Lueth, Vice President for Finance and Business be granted signing authority and appointed as true and lawful attorneys for and in their name for the college for the Kalamazoo Valley Community College Brewpub License to be located at 418 East Walnut Street, Kalamazoo, MI 49007. Said attorneys to have full power and authority to execute all applications, notices, bonds, and other instruments, claims, offers in compromise, letters, writings, and papers, and to do all acts for them in dealing with the Michigan Liquor Control Commission and the United States Department of Treasury, Alcohol and Tobacco Tax and Trade Bureau and that the Officers hereby authorize the said attorneys to receive on their behalf any and all notices, papers and letters from the said Commission in connection with all such matters, hereby giving and granting the said attorneys full power and authority to do and perform all and every act and thing whatsoever requisite and necessary to be done in and about the premises, with full power of substitution and revocation, hereby ratifying and confirming all that said attorneys shall lawfully do or cause to be done by virtue hereof. Further, that said attorneys shall have the power to execute and revoke powers of attorney conferring like powers, in whole or in part.

Outside consultants may not appoint others to sign on the Company's behalf."

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Cabinet at a regular meeting held on January 19, 2021.

Sherry Weber  
Secretary

  
Signature of the Secretary

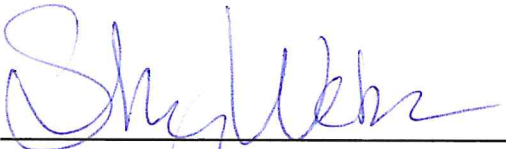
  
Date

**Kalamazoo Valley Community College**  
**CABINET RESOLUTION**

At a regular meeting of the Kalamazoo Valley Community College Cabinet, called to order by President L. Marshall Washington, Ph. D., on January 19, 2021 at 8:00 a.m., the group unanimously recommends that Dannie Alexander, Vice President for Campus Planning and Operations, or Brian Lueth, Vice President for Finance and Business, be granted Michigan Liquor Control Commission and United States Department of Treasury Alcohol and Tobacco Tax and Trade Bureau signing authority for the college for the Kalamazoo Valley Community College Brewpub License to be located at 418 East Walnut Street, Kalamazoo, MI 49007.

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Cabinet at a regular meeting held on January 19, 2021.

Sherry Weber  
Secretary

  
\_\_\_\_\_  
Signature of the Secretary


1/19/2021  
Date

**DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)  
SIGNING AUTHORITY FOR CORPORATE AND LLC OFFICIALS**

NAME AND COMPLETE ADDRESS OF CORPORATION OR LLC Kalamazoo Valley Community College 418 East Walnut Street Kalamazoo, MI 49007	COMPLETE APPLICABLE INFORMATION <input type="checkbox"/> CHECK IF YOU ARE A NEW APPLICANT <hr/> REGISTRY/PERMIT NO. BR-MI-21421
BOARD MEETING <input checked="" type="checkbox"/> DIRECTORS <input type="checkbox"/> TRUSTEES <input type="checkbox"/> MANAGERS <input type="checkbox"/> GOVERNORS	DATE OF MEETING January 19, 2021

THE FOLLOWING CORPORATE/LLC OFFICIALS, EMPLOYEES, OR INCUMBENTS OF THE OFFICES LISTED ARE AUTHORIZED TO SIGN, OR TO APPOINT PERSONS AUTHORIZED TO SIGN, ALL DOCUMENTS UNLESS OTHERWISE SPECIFIED, SUBMITTED ON THE CORPORATION/LLC'S BEHALF TO THE ALCOHOL AND TOBACCO TAX AND TRADE BUREAU. OUTSIDE CONSULTANTS MAY NOT APPOINT OTHERS TO SIGN ON THE CORPORATION/LLC'S BEHALF.

Dannie Alexander, Vice President for Campus Planning and Operations  
 and  
 Brian Lueth, Vice President for Finance and Business

I certify that this is true and complete and that the above authorization was granted at the cited meeting of the board.		CORPORATE/LLC SEAL
SIGNATURE 	PRINTED NAME Brian Lueth	<input type="checkbox"/> NO SEAL <i>(If no seal, attach a resolution or meeting minutes that support the authority(ies) identified above.)</i>
TITLE Vice President for Finance and Business	DATE 1/19/21	

**INSTRUCTIONS**

Prepare and submit in duplicate to the Director, National Revenue Center, Alcohol and Tobacco Tax and Trade Bureau, 550 Main Street, Suite 8002, Cincinnati, OH 45202. If your premise is located in Puerto Rico, then mail this form to TTB (PRO), 350 Chardon Ave Suite 310, San Juan PR 00918. Each copy must be signed in ink by a corporate/LLC official and be embossed with the corporate/LLC seal (if any). This form may be used to list the corporate/LLC officials, or employees (if any), who are authorized by the articles of incorporation, the bylaws, or the board of directors in adopted resolutions or motions, to act on behalf of the corporation or to sign its name. If the authorization to sign is granted by position title, rather than to specific individuals by name, a new authorization will not be needed each time a change of incumbent occurs. However, if you list an individual's name along with a title/position, the authority is limited to the period of time that the specific individual holds the specific title/position. If an individual or incumbent's authority is restricted to a certain area of expertise or specific documents, identify the limitation next to the designation. WHERE THE AUTHORIZATION IS NOT GRANTED BY THE ARTICLES OF INCORPORATION OR ORGANIZATION, THE BY-LAWS, OR ACTION BY THE BOARD OF DIRECTORS OR MANAGING MEMBERS, TTB F 5000.8, POWER OF ATTORNEY, MUST BE SUBMITTED.

**PAPERWORK REDUCTION ACT NOTICE**

This request is in accordance with the Paperwork Reduction Act of 1995. This information collection is used by TTB to ensure that only duly authorized individuals are signing documents. This information is voluntary. The estimated average burden associated with this collection of information is 0.25 hours per respondent or recordkeeper depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to the Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, 1310 G Street, NW, Box 12, Washington, DC 20005. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current, valid OMB control number.