

To: Cabinet, Archives
From: Kathy Johnson
Subject: Minutes of March 3, 2020

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

1. **The minutes of February 18, 2020 were approved as presented.**

2. **Spring mini-initiative grant review:**

The Agriculture in Urban Landscapes Program Development mini-initiative grant proposal was tabled based on the need for further information.

The following Spring mini-Initiative grant proposals were approved: (all funds must be fully spent by June 30, 2020):

- Excellence in Academic Advising (EAA) Kick-Off Activities (\$1,300); Paige Eagan, Angela Marsh Peek, Laura Cosby coordinators
- Phi Theta Kappa \$85 membership fees payment fund (\$8,500); Alison Nord, Patrick Malsom, Kevin Schneider coordinators - Cabinet supports for this year. The KVCC Foundation will be explored as a potential ongoing funding source for the future.
- March 10, 2020 Health Careers Networking Dinner fund (\$1,000); Cynthia Schauer coordinator – Cabinet supports but seeks clarity on the appropriate funding source. Finance will follow-up. The KVCC Foundation will be explored as a potential ongoing funding source for the future.
- Target X Events IPAD Technology fund (\$2,500); Evan Pauken coordinator – Cabinet supports and asked Tim Welsh and Brian Lueth to explore expanding grant so more IPADs are available to improve intake efficiency at done in a day events and other events at the College.
- Part-time employee recognition (\$4,800) Erin Dominianni coordinator – Funding for KVCC tee shirts
- Bodies Revealed Exhibit student field trip to Grand Rapids MI (\$3,528) – All students attending must ride the KVCC buses as transportation (no personal driving permitted). In addition all students must be vetted by Russ Panico.

Now that the College has completed four mini-initiative grant proposal cycles, Cabinet will review submission processes and implement improvements.

3. **COVID-19 Virus Preparedness:** Dr. Washington sent out a College wide communication regarding precautions last Friday Feb. 28. Dr. Washington will continue to keep students faculty and staff informed, following federal state and local public health recommendations. Facility Services are taking additional cleaning precautions. All administrators should review with their direct reports the communicable disease procedures that are incorporated within the KVCC Emergency Site Plan.

4. Standing Items

— Grants

Erin Dominianni (Marketing) as project director for application to Target X for \$15,000 in support of Food Share program

— Travel Authorizations

CURRENT TRAVEL BAN FROM MARCH 12-APRIL 6, 2020
Travel submitted during this time has been struck through

1. Erin Macioce and Alisha Cederberg to attend the MSFAA Board Meeting at Crystal Mountain in Thompsonville, MI from April 22-23, 2020.
2. Alisha Cederberg to attend the MSFAA Leadership Training at Crystal Mountain in Thompsonville, MI from April 23-24, 2020.
3. Alisha Cederberg to attend the MASFAA Board Meeting at the Osthoff Resort in Elkhart Lake, WI from May 30-June 3, 2020.
4. Alisha Cederberg and Erin Macioce to attend the MSFAA Board in Lansing, MI on June 19, 2020.
5. Alisha Cederberg to attend the NASFAA 2020 National Conference in Las Vegas, NV from June 28-July 2, 2020.
- ~~6. Russ Panico will be attending the Spring 2020 NJCAA Region 12 Athletic Director's Meeting at Owens CC in Perrysburg, OH from March 23-25, 2020 (note this is a change from location approved at 2.18.20 Cabinet meeting)~~
7. Phillip Jonas to attend Higher Learning Commission 2020 annual conference in Chicago, IL from April 18-21, 2020
8. Steve Crawford and Mark Reed to attend the Great Lakes Planetarium Association's Executive Committee meeting in Merrillville Indiana on April 11, 2020
9. Amy Louallen to attend Michigan Community College Human Resources Association Conference at Macomb Community College May 13-15, 2020
- ~~10. David Barnes, Jason Kovacs and 19 students to attend the Computer Club-MWC2 Conference at Grand Valley State University: PEW Campus in Grand Rapids, MI March 20 and 21, 2020. Students have been approved for travel by Russ Panico.~~
- ~~11. Susan Pearson, Megan Roe and 18 students to attend the Sputum Bowl and Michigan Respiratory Conference in Ann Arbor, MI April 1-3, 2020. Students have been approved for travel by Russ Panico.~~
- ~~12. Cheryl Almeda, Anna Fontaine and 3 students to attend the MCTE (Michigan Council of Teachers of English) Conference at WMU on March 13, 2020. Students have been approved for travel by Russ Panico.~~
13. Lisa Winch, Tim Kane, Cheryl Almeda, Daniel Cunningham and 4 students to attend the Math in Action – Making Math Meaningful at GVSU Allendale, MI on February 22, 2020. Students have been approved for travel by Russ Panico.
- ~~14. Sheila Eisenhauer and Kelly Digby to attend the MI-AMTE Conversations Among Colleagues Conference at the University of Michigan, Ann Arbor from March 20-21, 2020.~~
- ~~15. Tracy Labadie to attend the MODAC meeting at Jackson College in Jackson, MI from April 2-3, 2020.~~
16. Tracy Labadie to attend the Trends Conference Planning Meeting at Grand Traverse Resort, Traverse City, MI from June 11-13, 2020.

17. ~~Nicole Newman to attend JNGI 2020 Gateway Course Experience Conference in Chicago, IL from March 22 – 24, 2020.~~

— **Personnel Updates**

Hires

- Chelsie Taylor, Enrollment Coordinator, effective 3-2-20
- Sarah Hite, Athletic Department Secretary, effective 3-9-20
- Tammie Phillips, Custodian – CAH, effective 3-2-20

Transfer

- Marianne Lancaster, from Office Specialist-Bookstore to Research Assistant-IRR, eff. 3-2-20

Resignation

- Carleton Brooks, Career Advisor-KVAAP, effective 2-28-20
- Molly Ostrem, PT Testing Center Proctor, effective 3-9-20

Separation

- Catalina Gonzalez, Gallery Coordinator, effective 2-17-20

Posted Positions

- Food Hub Manager
- Utility Maintenance Specialist – 2nd shift TTC
- Computer Information Systems Faculty
- Communication Faculty
- Law Enforcement Faculty/Program Director

— **Announcements and Updates**

- The Science Olympiad was held at the Texas Township campus on Mar. 2 and was a big success. Cabinet discussed improving KVCC marketing presence at this event in the future.
- Ellucian Strategic Alignment Plan recommendations follow-up meeting will be on March 4.
- The College is celebrating Women’s History Month. There are a number of events planned. All are encouraged to support these events.

Next Cabinet Meeting: March 17, 2020 at 8:00 am.