

**To:** Cabinet, Archives  
**From:** Sherry Weber  
**Subject:** Minutes of March 17, 2020

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**Members Present:** Collins, Depta, Hilliard, Jbara, Johnson, Linden, Lueth, Washington and Welsh

**Staff Present:** Sherry Weber

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1. The minutes of March 3, 2020 were approved as presented.
2. COVID-19 Coronavirus  
Cabinet members were asked to identify critical functions and essential personnel in their areas.

3. **Standing Items**

— **Travel Authorizations**

**CURRENT TRAVEL BAN FROM MARCH 12 – APRIL 6**  
**Travel submitted during this time has been struck through**

1. ~~Chelsie Taylor to attend the MCAN Annual Conference in Lansing, MI from March 26-27, 2020.~~
2. Don Benthin attended the Local Agency Security Officer training at GVSU on March 4, 2020.
3. ~~Rick Ives and Don Benthin to attend the Accreditation Manager training in Lansing, MI on March 26, 2020.~~
4. Gail Fredericks, Molly Pfaff, and David Kobb to attend the Michigan Canvas Users Conference at Lawrence Tech University in Southfield, MI on March 6, 2020.
5. Denise Lindsley, Cara Blaim, and Lois Baldwin to attend the Annual MOSPA (Michigan Occupational Special Populations Association) Conference in Boyne Mountain, MI from May 6-8, 2020.
6. Ola Johnson to attend the Accuplacer National Conference in Las Vegas, NV from June 23-26, 2020.
7. ~~Laurence (Larry) Taylor to attend the Michigan Automotive Teachers Association Conference at Ferris State University in Big Rapids Michigan from March 19-20, 2020.~~
8. Caroline Whiting to attend the Festival of Faith and Writing at Calvin University, Grand Rapids, MI from April 16-18, 2020.
9. ~~Theo Sypris, Pat Conroy, Tom Hughes, Denise Miller, John Beck, Marina Smirnova, Kevin Fuchs, Jamie Rix, Fran Kubicek, Steve Walman, Amanda Tsao, Ivona Swan, Tom Schurino, Veronica McCann, and Queen Roach to attend the 27<sup>th</sup> Annual Conference of the Midwest Institute at Schoolcraft College in Livonia, MI from April 3-4, 2020.~~
10. ~~Brian Lindberg and Brewing Club students to attend the Master Brewer's Association of America Michigan Spring meeting hosted at Bell's Comstock Brewery in Galesburg, MI on March 19, 2020.~~
11. Linda Depta, Kathy Kerstetter, Alison Nord, Coty Dunten, Narda McClendon, Louis Thomas, Melody Woods, Amy Brandt, Laura Cosby, Angela Marsh-Peek, Paige Eagan and Evan

~~Pauken to attend MI-BEST Kick-off and Guided Pathways VI meeting at Jackson College on March 26, 2020.~~

12. ~~Casey Martin, Angela Latham, Roxann Swank, Evan Pauken, Paige Eagan Bethann Talsma and Joe Wagner to attend the MI-BEST Kick-off and Guided Pathways VI meeting at Jackson College on March 27, 2020.~~

## — Personnel Updates

### Hires

- Matthew Prizgint, PT Security Officer, effective 3-2-20.
- Jasmine Hackett, Network Analyst, effective 3-16-20.
- Sharon Jackson, Office Specialist-ParaPro – Prior Learning/Apprenticeship, effective 3-16-20.
- Eric Valence, Custodian-TTC, effective 3-16-20.
- Albert Price, Custodian-TTC, effective 3-30-20.
- Charles Heidelberg, Veteran Services Coordinator/Public Service Advisor, PT effective 4-6-20; FT effective 5-4-20.

### Transfer

- Austin Wertheimer, from ParaPro to FT Food Hub Logistics Technician, effective 3-2-20
- Ted Forester, from Energy and Materials Handling Manager to Automotive Technology Operations Manager, effective 3-16-20
- Rosanna Florian, from Food Hub Outreach and Marketing Coordinator to Food Hub Manager, effective 3-16-20

### Resignation

- Kerri Totten, Web Developer ParaPro, effective 3-21-20
- Paul Clute, PT Computer Lab Assistant-CNM, effective 3-24-20

### Separation

- Alexandria Smith, Custodian-TTC, effective 1-31-20
- Shamon Pruitt, Custodian-TTC, 2-27-20

### Received Position Justification Forms

- Public Safety Officer
- Mathematics Faculty
- Associate Director of Accreditation and Continuous Quality Improvement (New Position – Approved by Cabinet)
- Food Hub Outreach and Marketing Coordinator

### Posted Positions

- Urban Farm Education Program Coordinator
- Computer Information Systems Faculty
- Communication Faculty
- Law Enforcement Faculty/Program Director

**Next Cabinet Meeting: March 31, 2020 at 8:00 am. (via Zoom)**