

**To:** Cabinet, Archives  
**From:** Sherry Weber  
**Subject:** Minutes of March 31, 2020 via Zoom

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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 17, 2020 were approved as amended.
2. **Personal Protective Equipment Distribution Update**  
There are multiple efforts across the College to donate food and healthcare related supplies needed during the pandemic. Personal protective equipment (PPE) items and other respiratory related machinery has been donated or lent to local hospitals. The Industrial Trades faculty have designed and manufactured masks and shields using 3-D printers and CNC machine equipment. The design and manufacturing plans/prototypes are being reviewed by local public health officials/hospitals for potential use by health workers during the pandemic. The College is making every effort to assist the Community during the crisis.
3. **Face to Face, Online or Hybrid Transition Request Approval Process**  
Dr. Linden affirmed that the Face to Face to Online or Hybrid Transition Request process was approved by both the Course & Curriculum Committee and Academic Leadership Council. Cabinet approved to the streamlined approval process for converting a course from Face to Face to online or hybrid delivery for immediate implementation.
4. **Online/Remote Delivery of Courses to continue through end of Winter 2020 semester:** Given recent state and federal extensions for sheltering in place and social distancing, Dr. Linden and Dr. Washington recommended that the College continue current online and remote course delivery for all Winter courses through the end of Winter term (April 27, 2020). Cabinet concurred with the recommendation. Faculty and all areas of student support services are working hard to help students succeed in the current environment. A communication related to the continuation of online/remote delivery of Winter semester courses through the end of the term will be sent to the college community today.
5. **Online/ Remote Delivery of Courses for first 8 weeks of Summer 2020 semester:** Given recent state and federal extensions for sheltering in place and social distancing, Dr. Linden and Dr. Washington recommended to start the first 8 weeks of the Summer 2020 semester (which begins May 11) by delivering courses online/remotely. Cabinet concurred with the recommendation. The group further discussed planning for the second part of the Summer 2020 semester and the reintroduction of face to face classes. A communication related to the remote delivery of classes during the first 8 weeks of summer semester will be sent to the college community today.

- 6. April 26, 2020 Commencement Celebration Postponed until Dec. 20, 2020**  
Given recent state and federal extensions for sheltering in place and social distancing, the April 26, 2020 Commencement Celebration is being postponed until Dec 20, 2020 (Fall 2020 commencement). Qualifying graduates will be mailed their diplomas by mid-May. The College is planning a virtual social media celebration honoring graduates not able to attend the April 26 event. More information will follow. A communication related to the cancellation of the April 26 graduation event will be sent out to the college community today.
- 7. Proposal for Winter 2020 Tuition Credit** - Although every effort is being made to help students complete their Winter 2020 classes, it is recognized that some students may need to withdraw from Winter 2020 credit courses. The College will provide full semester tuition credit, redeemable through Summer 2021, for those students who wish to withdraw from one or more Winter 2020 courses due to inability to complete. Brian Lueth reviewed all forms and answered questions related to the process and withdrawal deadline (April 17). Cabinet supported the process. The forms, process and deadline will be reviewed with ALC and Faculty leadership before being implemented and communicated to students. The Groves may have non-credit Academies also impacted by Incompletes and withdrawals (Police Academy, Wind and others). Dr. Washington requested an Academy related proposal for consideration.
- 8. Process for Winter 2020 Incomplete** – Although every effort is being made to help students complete their Winter 2020 classes, it is recognized that some students may need an Incomplete. Dr. Linden reviewed the process and forms related to allowing students to secure an Incomplete. All Incomplete course work will need to be completed by the beginning of the Summer 2021 semester (within one year). No tuition credit will be provided for an Incomplete. Dr. Washington and Cabinet concurred with the recommendation/process. A communication related to the process for securing an Incomplete will be sent to students and the college community as soon as possible.
- 9. Coordination of Summer /Youth/ Athletic Camp activities, delayed start for Summer 2020 Camps until July 6, 2020** – The College will form a team to pursue closer alignment and coordination of programs that fall within the “camp” definition. The team will have representation from early middle college camps, youth athletic camps, Groves youth camps, and finance. Better coordination will provide internal and external benefits to the College, including better community marketing, alignment of processes and cross utilization of resources. For Summer 2020, given recent state and federal extensions for sheltering in place and social distancing, Dr. Washington recommended that all camps be delayed until Monday, July 6. Cabinet concurred with the recommendation. As a next step the summer camp team will meet via Zoom.

## 10. Standing Items

### — Travel Authorizations

#### **CURRENT TRAVEL BAN FROM MARCH 12 – APRIL 13**

Nothing Submitted

### — Personnel Updates (position justification forms, hires, retirements, resignations, updates)

#### **HIRING PROCESS ON HOLD DUE TO CURRENT SHELTER IN PLACE**

##### **Hires**

##### **Transfer**

##### **Resignation**

- Richard Garthe

##### **Separation**

##### **Retirement**

- Ron Adams, English Faculty, effective 8-31-20

##### **Received Position Justification Forms**

- Food Hub Outreach and Marketing Coordinator
- Computer Information Systems Faculty
- Communication Faculty
- Law Enforcement Faculty/Program Director

##### **Posted Positions**

### — Announcements and Updates

- The mental health of our students and employees are one of the many priorities being addressed by the College during these very difficult times.
- The College continues to gather computers from all campuses for students to checkout. We are thankful to IT for the great job they are doing assisting students and faculty across all areas and needs.
- Kalamazoo Valley Museum staff have developed an internal newsletter to communicate with each other during the pandemic.
- Academic committee meetings (course and curriculum, academic leadership and other) continue via Zoom.
- As required, the College will submit a distance learning waiver for Winter and Summer 2020 courses and programs to the Higher Learning Commission.
- Dr. Washington continues to meet regularly via Zoom with all 28 Michigan Community College Presidents and the MCCA. Community colleges are working together to provide the best possible services to all students.
- Dr. Washington encouraged all Cabinet members to review events between now and the end of the Winter 2020 semester. If an event needs to be cancelled, please reach out to the President's office to insure proper coordination and communication.

**Next Cabinet Meeting: April 7, 2020 at 8:00 am. (via Zoom)**