

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of April 7, 2020 via Zoom

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

1. The minutes of March 31, 2020 were approved as amended.
2. Modified Weekly Enrollment Report Distribution - Institutional Research is able to produce a modified weekly enrollment report during the time all are working remotely. Cabinet reviewed the report, and requested that it be produced and distributed beginning this Friday April 10 for Winter, Summer and Fall enrollment.
3. Strategic Plan Update - The first draft of the 2020 annual update to the 2020 - 2022 Strategic Plan was discussed. The College will include a 2020 COVID-19 pandemic response addendum in the 2020 update. Kathy Johnson will coordinate the information to be gathered for this update.
4. Brian Lueth discussed budget preparation for Fiscal Year 2021
5. College-wide Retirement Celebration postponed until fall.
6. Summer 2020 online fees are waived.

7. **Standing Items**

— **Travel Authorizations**

❖ **Grants**

- The College is continuing to work with the Kalamazoo Community Collaborative grant effort being led by Western Michigan University. A grant proposal will be forthcoming in the next few weeks

— **Personnel Updates**

Hires

Transfers

Resignation

Retirement

Approved Position Justification Forms

Posted Positions

— **Announcements and Updates**

- College is planning a Virtual Graduation Event

- Communications being sent out to students regarding tuition waiver, incomplete, and withdrawal.
- Kalamazoo Valley Community College (Bill Kring and Dave Brock, with help from Ian Salo) creating face masks and face shields to donate to local health organizations in need.
- Respirators have been distributed to Bronson Hospital.
- IT is working on direct reports for students, faculty and staff.
- Search for new hires has been postponed for the time being.
- Dr. Washington continues to meet weekly with MCCA, local community colleges, and Southwest Michigan First.

Next Cabinet Meeting: April 21, 2020 at 8:00 am.