

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of May 19, 2020

Members Present: Collins, Depta, Hilliard, Jbara, Johnson, Linden, Washington, and Welsh
Lueth joined via Zoom

Staff Present: Sherry Weber

1. The minutes of May 5, 2020 were approved as presented.
2. On May 11, 2020 at a special Cabinet meeting, Cabinet approved the **Kalamazoo Valley Community College (KVCC) Pandemic Response Plan - 05.11.20 version**. The KVCC Pandemic Response Plan – (05.11.20 version) is evolutionary and being updated regularly as the College gets guidance from federal, state, and local public health authorities regarding the latest pandemic public health protocols and procedures. The plan is an addendum to the communicable disease section of the KVCC Emergency Response Plan. The plan will be posted on the College website per State of Michigan requirements by June 1, 2020
3. Post COVID-19 Emergency Alternative Work Location Policy Discussion – The College is currently working under a temporary COVID-19 Emergency Work from Home policy. In anticipation of people returning to work and campus buildings in the coming weeks, the College will implement an Alternate Work Location policy (which will be different than the current emergency policy). A first draft of the Alternative Work Location policy was presented and discussed by Aaron Hilliard and Kathy Johnson. Following feedback a revised policy will be brought back to Cabinet for consideration.
4. Update of CMOP 3000 – Wearing Masks and Hoods on College Property – Cabinet Member Operating Policy (CMOP) 3000 has been updated to align with the COVID-19 recommendations that individuals wear masks. The updated CMOP was unanimously approved by Cabinet with immediate effect.
5. Post COVID-19 Pandemic Recovery and Reopening Task Force and Plan – A task force of cabinet, deans, faculty leadership and other key administrators under the direction of Dr. Washington has been formed to plan the post COVID-19 related reopening of the College. **#WEWILL – Kalamazoo Valley Community College: Post Pandemic Recovery Plan** is being updated regularly. Vice Presidents are responsible for creating and maintaining more detailed department plans referenced in this document. All plans must be approved by the President.

6. Standing Items

— Grants

- Cabinet approved Kalamazoo Valley Museum (Tamara Barnes project director) participating as a sub recipient with a Western Michigan University proposal submission to the National Endowment for the Humanities Digital Projects for the Public (\$100,000). If funded the grant will pay for the development and creation of an on-site exhibit to teach Media Literacy through mobile applications, interactive touch screens/kiosks and educational games targeting students in grade 6-8.

— Travel Authorizations

— Personnel Updates

Hires

Transfers

Resignation

Retirement

Approved Position Justification Forms

Posted Positions

— Announcements and Updates

- Phone system upgrade implemented on the evening of 5/20.
- Firewall upgrade slated for June 25th
- Moving forward with loaning laptops to students and staff for continued remote learning.
- C.A.R.E.S. Act Committee being formed
- Student Commons area to be used as a computer lab.
- Looking into a central number to call for all information at the college.
- Classroom are being cleaned and disinfected. In the process of revising classroom capacities to adhere to social distancing requirements.
- Return/Reopen plans being presented and evaluated program by program.
- Police Academy back on campus May 18th. All cadets have job offers.

Next Cabinet Meeting: June 9, 2020 at 2:45 p.m.