

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of June 9, 2020

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

1. The minutes of May 19, 2020 were approved as amended.
2. Cabinet discussed employee/student COVID-19 contact tracing protocols to be implemented upon return to campus. A sub-committee has been created to develop our process.
3. Building access is still limited. Cabinet members are to e-mail Mike Collins, Dannie Alexander and Public Safety their list of employees who need access to buildings.
4. Dr. Washington discussed a Staffing Consolidation and Reorganization Proposal with Cabinet members.
5. **Standing Items**
 - **Grants**
 - **Travel Authorizations**
 - **Personnel Updates**
 - Hires
 - Transfers
 - Resignation
 - Retirement
 - Approved Position Justification Forms
 - Posted Positions
 - **Announcements and Updates**
 - Activity Logs are still required for employees actively working from home.
 - Human Resources will be creating a COVID-19 Return to Work FAQ list. Please send questions to Aaron Hilliard and Linda Depta before July 1st.

Next Cabinet Meeting: June 16, 2020 at 8:00 a.m.