

**To:** Cabinet, Archives  
**From:** Sherry Weber  
**Subject:** Minutes of June 16, 2020

---

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

---

1. The minutes of June 9, 2020 were approved as presented.
2. Alternative Work Location Policy was discussed. Next steps were tabled at this time.
3. Cabinet approved streamlining the official process regarding course title changes impacting program requirement lists. New process will allow a course title change to be handled as an administrative change accompanying approval of related documentation as it is processed by Academic Scheduling Coordinator.
4. Cabinet reviewed and discussed the Fiscal Year 20/21 Board Presentation Schedule.
5. Cabinet discussed the return to work plan for different areas of the college.
6. Discussed plan for change in how part time employees are to report time in the new fiscal year.

**7. Standing Items**

— **Travel Authorizations**

— **Grants**

- The Kalamazoo Community Collaborative grant proposal (Western Michigan University Lead), which KVCC was a partner to, was not successful and will not be funded.

— **Personnel Updates**

**Hires**

- Revision: Charles Heidelberg, Veteran Services Coordinator/Public Service Advisor, effective June 1, 2020 (original start date was scheduled for May 4).

**Transfers**

**Resignation**

- Hannah Heidbreder, PT Student Ambassador, effective 5-1-20
- Cruz Aleman, Community Culinary and Nutrition Program Support Specialist, effective 5-27-20
- Jade Gao, Database Analyst, effective 5-20-2020
- Linda Shafer, Financial Aid Generalist, effective 6-30-20

**Retirement**

- Sue Visser, Accounts Receivable Assistant, effective 5-31-20

**Separation**

- Carol Shinnors, Accounting Support Specialist, effective 5-27-20

— **Announcements and Updates**

- Degree Works update is going well. It will be ready for the reopening of registration.
- Firewall upgrade is underway.
- VPN updates coming next week.
- Planning is underway for the Deans and Directors Retreat via Zoom on June 25<sup>th</sup>.

**Next Cabinet Meeting: July 7, 2020 at 8:00 am.**