

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of July 7, 2020

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

1. The minutes of June 16, 2020 were approved as presented.
2. Craig Jbara, Kathy Johnson, Mike Collins, and Aaron Hilliard presented on the Contact Tracing Team work to date. Cabinet reviewed and discussed COVID-19 Re-Entry & Tracing Process Flowchart and Guidelines.
3. COVID-19 FAQ discussed by Aaron Hilliard. Cabinet will review prior to next meeting. Any revisions/additions will be sent to Aaron Hilliard.
4. KVCC Foundation Grant Request presented by Linda Depta. Cabinet decided to parking lot this request until the budget for the Foundation has been approved.

5. **Standing Items**

— **Travel Authorizations**

— **Personnel Updates**

Hires

Transfers

Resignation

- Mabry Wilkinson, Network Systems Manager, effective 7-10-20

Retirement

- Christine Robbins, Acquisitions Specialist – Library, effective 6-30-20

Approved Position Justification Forms

Posted Positions

— **Announcements and Updates**

- Vacant IT positions will be posted.
- FASFA pop-up window on website will be created.
- Cabinet discussed what Fall will look like based on what we know at this time.
- Wind Academy has started back up again.
- July 11th will be the next Collaboration and Community Event with WMU
- In preparation for Fall, walk throughs continue in KVAAP and Groves
- New protocol for external use of facilities to align with the #WEWILL standards.

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