

**To:** Cabinet, Archives  
**From:** Sherry Weber  
**Subject:** Minutes of August 18, 2020

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**Members Present:** Batson, Bertch, Collins, Depta, Jbara, Johnson, Lueth, Washington & Welsh  
**Staff Present:** Sherry Weber  
**Via Zoom:** Hilliard

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1. The minutes of August 4, 2020 were approved as presented.
2. Dennis Bertch presented the 2021-2022 Academic Calendar. Cabinet discussed options and timelines.
3. Dr. Washington reviewed the communication sent out regarding our COVID-19 Contact Tracing. Aaron Hilliard presented Quarantine Protocols during COVID-19 Pandemic and Flexibility Working Schedules. Cabinet discussed documents and protocols.
4. Tim Welsh showed Cabinet the new look of KVCC Employee Home Page.

5. **Standing Items**

— **Travel Authorizations**

— **Grants**

- \$350,000 (estimated) grant proposal to the USDA Agriculture and Food Research Initiative (AFRI) in support of Curriculum Development of a new Agriculture in Urban Environments Program. Rachel Bair project director.
- Guidelines for collaborative proposals between KVCC and WMU" have been developed. The document will be shared with KVCC and WMU Administrators, Deans, and grant project directors. If you would like a copy of the Guidelines please contact Kathy Johnson (mkjohnson@kvcc.edu).

— **Personnel Updates**

**Hires**

- Anthony Salinas, PT Security Officer, effective 8-10-20
- Albert Price, Custodian-TTC, effective 8-3-20 (revised start date)

**Transfer**

**Resignation**

- Sara Flanders, Accounts Payable Assistant, effective 8-21-20

**Retirement**

**Separation**

**Received Position Justification Forms**

**Posted Positions**

- Network Systems Manager
- Data Analyst/ERP Specialist

— **Announcements and Updates**

- Mike Collins discussed a timeline for allowing students back on campuses.
- We will be holding more Inside Out events at the TTC campus next week
- Cabinet discussed vacation time options

- The bookstore has laptops available to purchase. Financial aid can be used to purchase a laptop from the bookstore.
- Cabinet discussed consistent Start/End times for areas across the college.
- Production is currently going on for Canvas/Banner. We are also scheduled for an Oracle upgrade.

**Next Cabinet Meeting: September 1, 2020 at 8:00 am.**