

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of September 1, 2020

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

1. The minutes of August 18, 2020 were approved as presented.
2. The College desires to provide more work flexibility to KVCC employee guardians of school age children during the pandemic crisis. Dr. Washington asked Aaron Hilliard to convene a committee to brainstorm options to consider. The committee (Evan Pauken, Casey Martin, Katherine Miller, Susan Matlis, Aaron Snead, Michael Gillman, Amy Louallen, Aaron Hilliard) met on August 20 and Aaron Hilliard distributed and presented a summary document reflecting the proposals brought forth by the committee.

Cabinet expressed appreciation to the members of the group who worked on the proposals. Cabinet reviewed and discussed the proposals. As a next step to providing additional flexibility to KVCC employee guardians of school age children during the pandemic crisis, Dr. Washington asked that a sub group of Cabinet members (Aaron Hilliard, Mike Collins, Linda Depta, Brian Lueth, Trice Batson, Craig Jbara, Tim Welsh) meet as soon as possible and bring forth a proposal to be reviewed and considered for adoption.

3. Cabinet was asked to explore the pros and cons of providing additional vacation leave flexibility during the pandemic crisis. The request was based on the feeling that many employees are not able to fully use their vacation during the pandemic crisis. Brian Lueth conducted a study which found that on average employees used 2 less vacation days in fiscal 2020 (July 1, 2019 - June 30, 2020) compared to fiscal 2019 (July 1, 2018 - June 30, 2019). The group discussed the findings and if/how additional flexibility might be provided without jeopardizing productivity of departments and the work of the college. As a next step Dr. Washington asked Brian Lueth to convene a sub-committee (Brian Lueth, Kathy Johnson, Trice Batson, Aaron Hilliard, Dennis Bertch) to further discuss pros and cons and to bring forth a recommendation on next steps.
4. Strategic Plan presentation updates in response to pandemic were given by:
 - Aaron Hilliard for Human Resources
 - Tim Welsh for Information Technology
5. Strategic Plan overview was presented by Dr. Washington
6. Position Justification Forms
7. **Standing Items**
 - **Travel Authorizations**
 - **Grants**
 - **Personnel Updates**

Hires

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

Transfers

Resignation

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

Retirement

Approved Position Justification Forms

- Food Hub Lab Assistant
- Instructional Manager - Groves

Posted Positions

- Network Systems Manager
- Data Analyst/ERP Specialist

— **Announcements and Updates**

Next Cabinet Meeting: September 15, 2020 at 8:00 am.