

To: Cabinet, Archives
From: Kathy Johnson
Subject: Minutes of November 3, 2020

Members Present: Alexander, Batson, Collins, Depta, Eagan, Hilliard, Jbara, Johnson, Lueth, Washington and Welsh

1. The minutes of October 20, 2020 were approved as presented.
2. Strategic Plan Presentation Updates - Alisha Cederberg and Brian Lueth reviewed presentations to be made at the November 10 Board meeting:
 - Financial Aid including CARES Act
 - Finance Update
3. Employee Health Insurance Update – Brian Lueth and Aaron Hilliard provided an overview of a proposal that the College move to participate in the West Michigan Health Insurance Pool effective January 2021. The change would save employees and the College money with minimal impact to service. As a next step Dr. Washington and the Employee Benefits committee will review.
4. IT update on prevention of potential Denial of Services Attack - Tim Welsh updated the group on a recent cyber security threat (Denial of Service Attack). IT was able to prevent/mitigate the threat. The College uses a variety of resources to prevent data breaches and everyone must remain consistently vigilant to stop cyber threats.
5. January 2021 Summit Presentation Discussion – The theme of the January 2021 Summit will be Adapting and Reinventing - Lessons Learned. A call for breakout presentations is in process. The group discussed potential breakout session topics.
6. Paige Eagan asked to explore how/if the college should rotate the in person and work from home schedules of certain critical enrollment based student facing areas to mitigate the potential risk of an entire student contact area being quarantined during the busy enrollment time. Rotating a small number of people at a time would will allow in person services to always continue. As a next step a sub-group will meet and discuss.
7. **Standing Items**
 - **Travel Authorizations - None**
 - **Grants**
 - The College submitted an \$8,750 grant proposal to Michigan College Access Network (MCAN) to support math remediation at the high school level. Deb Coates, Dean of Early Middle College and WPE is the Project Director.

- The Office of Student Life and Student Engagement (Coty Dunten and Ezra Bell) is part of a proposal to provide support in a Western Michigan University est. \$250,000 grant proposal to the US State Department /Humphrey Fellowship. If successful the grant will support 10-13 WMU student scholars who will share/ present global perspectives related to substance abuse prevention to KVCC faculty and staff.

— Personnel Updates

Hires

- Reid Webber, PT Groundskeeper, effective 10-19-20

Transfer

- Stacey Flores, from Switchboard Operator/Media Clerk to Service Desk Generalist, effective 10-26-20
- Dannie Alexander, from Director of Facilities and Construction Management Services to Vice President for Campus Planning and Operations, effective 10-16-20
- Alisha Cederberg, from Director of Financial Aid to Associate Dean of Student Experience, effective 10-16-20

Full Time Currently Posted Positions

- Enrollment Coordinator
- Food Hub Operations Coordinator
- Program Coordinator – Groves
- Employment Manager

— Announcements and Updates

- The College is communicating the status of positive COVID cases under the FAQ section of the COVID-19 webpage <https://www.kvcc.edu/coronavirus/faq/>
- Brian Lueth discussed the potential for the College providing a special one-time hazard payment to non-exempt employees who worked onsite from March 24 – May 31.
- Paige Eagan discussed positive MI-Best grant progress.
- Please sign up for Provost small group discussions.
- The Office of Diversity and Inclusion is working with other community groups to plan for Martin Luther King Day activities.
- The College is assisting with the Society for History and Racial Equity (SHARE) virtual summit on racism taking place Thursday Nov. 12– Saturday Nov. 14. Employees and students are encouraged to attend.
- November is Native American month. Watch for events on the Diversity and Inclusion webpage.
- White people talking to white people about race webinar is scheduled for Nov. 18.
- The Procedure Team has been reconvened and is refining processes to roll out. The process will be brought to Cabinet for review
- Nov. 17 is set for the Kalamazoo Valley Museum soft reopening using COVID protocols.

Next Cabinet Meeting: November 17, 2020 at 8:00 am.