

To: Cabinet, Archives
From: Kathy Johnson
Subject: Minutes of November 17, 2020

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

1. The minutes of November 3, 2020 were approved as presented.
2. COVID-19 response to Michigan Department of Health and Human Services. KVCC is moving to remote learning on 11/18/2020, with the exception of Law Enforcement, EMT, and Health Careers. Communication of plans to move to remote learning are rolling out to employees and students. Laptops are available to employees and students who need them. Dr. Washington asks that individuals please make sure their Zoom cameras are on for all college meetings.
3. Brian Lueth met with the Board Budget Committee to discuss the KVCC mid-year budget. Brian reviewed the KVCC mid-year budget adjustment with Cabinet. This 2021 budget adjustment proposal will be presented at the December 2020 Board of Trustees meeting.
4. Kathy Johnson presented Cabinet with the current list of KVCC councils and committees. Group discussed guidelines and expectations of committees.
5. **Standing Items**
 - **Travel Authorizations**
 - **Grants**
 - **Personnel Updates**
 - Hires**
 - Transfer**
 - Resignation**
 - John Saylor, Maintenance Specialist, effective 11-6-20
 - Retirement**
 - Separation**
 - Position Justification Forms**
 - PT Groundskeeper
 - Director of Public Safety
 - Seasonal PT Athletic Game Workers
 - Maintenance Specialist
 - PT Automotive Lab Assistant
 - Full Time Currently Posted Positions**
 - Enrollment Coordinator

— **Announcements and Updates**

- Oracle update is underway and will run through March with testing the new system.
- Native American Heritage Month Round Table Discussion taking place today.
- White People Talking to White People about Racism event on 11/18/2020.
- Elm Valley Drive project is coming along. Asphalt is being laid this week.

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