

**To:** Cabinet, Archives  
**From:** Kathy Johnson  
**Subject:** Minutes of December 1, 2020

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

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1. The minutes of November 17, 2020 were approved as presented.
2. Strategic Plan Presentation Update – Linda Depta reviewed presentations to be made at the December 8 Board meeting:
  - Communication and Marketing
3. COVID-19 Update/Planning for 2021-2022  
Cabinet reviewed current status and discussed plans for reopening the college and moving forward.
4. Paige Eagan proposed a change in the Winter 2021 Academic Calendar based on the public health situation. Cabinet discussed options and approved this proposed change to move to the next step.
5. Brian Lueth presented a list of March 24–May 31, 2020 essential employees eligible for hazard pay to Cabinet for approval. Cabinet approved the list presented.
6. **Standing Items**
  - **Travel Authorizations**
  - **Grants**

The College has been awarded an \$8,750 grant from Michigan College Access Network (MCAN)/Michigan Partnership for Academic Transitions. The successful grant application effort was led by Dr. Deb Coates and Evan Pauken. The grant project will support efforts to expand math remediation at the high school partnership level.
  - **Personnel Updates**
    - Hires**
      - Elizabeth Brandon – First Year Promise Coach, Effective 12-1-20
    - Transfer**
      - Brendon Lovely, from PT Groundskeeper to FT Utility Maintenance Specialist, effective 11-1-20
      - Eric Carlstrom, from PT Electrical Lab Technician to FT Utility Maintenance Specialist, effective 11-16-20

- D'Cher Clayton, from PT Groundskeeper to FT Custodian, effective 11-16-20

**Resignation**

- Lyndsey Green, PT Graduation Assistant, effective 11-19-20
- Marybeth Johnson, Senior Office Specialist – Groves, effective 11-27-20

**Retirement**

**Separation**

**Position Justification Forms**

- PT ELT Lab Assistant

**Full Time Currently Posted Positions**

— **Announcements and Updates**

- Information regarding the 2022 Capital Requests has been distributed. Deadline is January 29, 2021.
- A virtual “Get It Done” event is taking place today.
- The Procedures Team is continuing to meet and make progress.
- Elm Valley Drive is done until spring of 2021 when the project will be completed.
- Some IT staff members will be on campus to support Nursing and Respiratory Care in the testing process.
- The College received 800 CARES Act applications last week after sending out communications that we still had some funds available to students.

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