

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of February 2, 2021

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

Staff Present: Sherry Weber

1. The minutes of January 19, 2021 were approved as presented.
2. Strategic Plan Presentation Update – Trice Batson reviewed the Diversity and Inclusion presentation to be made at the February 8, 2021 Board meeting. Cabinet members asked questions and gave feedback.
3. Cabinet discussed the transitions in Student Services and Campus Operations.
4. Paige Eagan shared the COVID-19 Student Feedback Survey Summary with Cabinet.
 - Cabinet to bring the following to our next meeting
 - Top 5 Positives
 - Top 5 Improvements
 - Top 3 Actionable Items
5. COVID-19 Response
 - Each Vice President gave employee schedule/staffing updates for their area.
 - COVID-19 Vaccine planning continues to move forward. Human Resources is working with the Kalamazoo County Office of Emergency Management and Kalamazoo County Health and Community Services Department on distribution of the COVID-19 vaccination.
 - For the safety of everyone, if on campus during the weekend or when the campus is closed, Public Safety **must be** notified of **arrival** and **departure** and protocol must be followed.
6. **Standing Items**
 - **Travel Authorizations**
 - **Grants**
 - KVCC will apply to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for up to a \$40,000 grant for Riparian Management Plan for Portage Creek at Bronson Healthy Living Campus. Rachel Bair is the project director. If successful, the grant will fund the hiring of a subject matter expert to develop a management plan for Portage/Axtell Creek shorelines and wetland planting. The

accompanying educational materials would be used in Kalamazoo Valley Community College program and community courses.

— **Personnel Updates**

Hires

- Lucas Dailey, Accounts Receivable Assistant, effective 9-22-20
- Madeline Ish, Program Coordinator-Corporate Training, effective 2-8-21

Transfer

- Melissa Farris, from PT Academic Counselor to Employment Manager, effective 2-8-21
- Don Benthin, from Captain to Director of Public Safety, effective 2-1-21
- Kara Protz-Sanders, Administrative Assistant, from Groves to Institutional Support Services, effective 1-18-21

Resignation

- Cole McDaniel, Financial Aid Advisor, effective 1-29-21

Retirement

- Joseph Smigiel, Educational Specialist, effective 1-31-21

Separation

Position Justification Forms

- PT Graduation Assistant
- Financial Aid Advisor

Full Time Currently Posted Positions

- Senior Office Specialist – Groves
- Financial Aid Advisor

— **Announcements and Updates**

- Black History Month workshop with keynote speaker Dr. Tonya Bailey scheduled for February 23.
- Preferred name policy is in developmental process.
- Foundation OFE virtual cooking event will be May 13.
- College studio production spaces are being evaluated and reviewed.
- IT will upgrade across the entire college as we move forward with virtual instruction.
- The Strategic Plan Implementation Timeline was presented and discussed by Cabinet.

Next Cabinet Meeting: February 16, 2021 at 8:00 am.