

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of February 16, 2021 (met via Zoom)

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

Staff Present: Sherry Weber

1. The minutes of February 2, 2021 were approved as presented.
2. IPEDS graduation rate data update given by Kathy Johnson.
3. IT is working on an outside email notification message to help cut down on the amount of SPAM email that is being opened.
4. Brian Lueth gave an update on the amount of excess one-time vacation carry over requested and used due to the COVID-19 pandemic.
5. Updates were approved on CMOPs regarding title changes related to retirements and organization changes.
6. Paige Eagan led the Cabinet in an exercise involving the COVID-19 Student Feedback Survey Summary. Cabinet identified positives, improvements and actionable items noted in the survey results.
7. COVID-19 Response
 - 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 the COVID-19 vaccination project.
8. Standing Items
 - **Travel Authorizations**
 - **Grants**
 - **Personnel Updates**
 - Hires**
 - Transfer**
 - Scott Taylor, from Utility Maintenance Specialist to Maintenance Specialist, effective 2-15-21
 - Resignation**
 - Deeda Rhoa, Office Specialist ParaPro, effective 1-12-21

Retirement

Separation

Position Justification Forms

- Police Captain
- Accounting Assistant - ParaPro

Full Time Currently Posted Positions

- Financial Aid Advisor
- Police Captain
- Financial Services Manager
- Custodian

— **Announcements and Updates**

- IT is working on the Oracle upgrade behind the scenes.
- As part of celebrating Black History Month, Dr. Washington read about Thurgood Marshall to a group of elementary children.
- Brian Lueth reminded Cabinet that budgets are due by the end of the month.
- The Post Pandemic Return to Campus/Work Plan changes were reviewed by Dr. Washington and discussed by Cabinet.

Next Cabinet Meeting: March 2, 2021 at 8:00 am.