

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of March 16, 2021

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

1. The minutes of March 2, 2021 were approved as presented.

2. 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.
 - Planning for Fall 2021 semester. Coordinating classroom space availability within safety guidelines.
 - On Campus tours will resume at the end of March.
 - Inside Out events will be held in late July/August
 - High School Senior Celebration held mid to late June. Recruiters will start going back to into high schools.
 - Kalamazoo Valley Museum is expanding their open by appointment hours.
 - University Center partners are planning on face to face classes for Fall semester.
 - MI Symptoms App is still being used as a daily COVID-19 screening tool prior to coming on campus for work.
 - All employees are required to complete the COVID-19 Return to Work Training prior to the first time coming back to work on campus.
 - The IT equipment in the Stryker Johnston Theater at the Kalamazoo Valley Museum is being renovated. The theater will not be available for classroom use until renovations and training are completed.

3. Standing Items

— **Travel Authorizations**

— **Grants**

— **Personnel Updates**

Hires

Transfer

- Melissa Farris, from Employment Manager to PT Counselor, effective 3-15-21
- Breana Pitts, from Work Study to Senior Office Specialist-Groves, effective 3-15-21

Resignation

- Katrina Slater, PT Library Aid, effective 1-25-21
- Rachel Smith, Accounting Assistant ParaPro, effective 2-11-21

Retirement

- Marianne Lancaster, Research Assistant, effective 3-12-21
- Gehry Gross, HVAC Faculty, effective 8-31-21

Separation

Position Justification Forms

Full Time Currently Posted Positions

- Program Director Horticulture/Landscapes
- Associate Vice President for Collaboration, Compliance, and Analytics
- Ecommerce Coordinator

— Announcements and Updates

- Cares Act requests that require interior/exterior building modifications need to be reviewed by Dannie Alexander prior to submitting them to Brian Lueth for approval. Information Technology Project Cares Act Requests need to be reviewed by Tim Welsh prior to submitting them to Brian Lueth for approval. We are working towards a universal IT set up in all areas of the college.
- KVCC Foundation Scholarship Fundraising Virtual Baking Event scheduled for May 13 at 7:00 p.m.
- Women's History Month events schedule sent out today via email.
- Ellucian helping the financial aid area with Futures for Frontliners and the Reconnect program.
- Drive-Thru Commencement Celebration scheduled for May 2.

Next Cabinet Meeting: April 6, 2021 at 8:00 am.