

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of May 4, 2021

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

1. The minutes of April 20, 2021 were approved as presented.
2. Master Plan updates were discussed by Cabinet members. Dr. Washington reviewed updates on the 2020-2021 Strategic Plan. The current, updated Strategic Plan is posted on the KVCC webpage.
3. COVID-19 Response
 - Cabinet reviewed/discussed the “MI Vacc to Normal” plan that outlines four vaccination-based milestones to get Michigan back to normal.
 - COVID-19 Vaccination Clinics Partnership
 - **Texas Township Campus**
First Dose: Tuesday, May 11 from 8 a.m. - 3 p.m.
Second Dose: Tuesday, June 8 from 8 a.m. - 3 p.m.
This is a drive-thru clinic in the parking lot off of O Ave. Masks are required.
 - **Arcadia Commons Campus**
First Dose: Wednesday, May 12 from 3 - 6 p.m.
Second Dose: Wednesday, June 9 from 3 - 6 p.m.
This clinic takes place in the courtyard behind Anna Whitten Hall. Parking validation will be available. Masks are required.
4. Cabinet retreat planned for July 8, 2021. More information will be sent to Cabinet once details become available.
5. Standing Items
 - **Travel Authorizations**
 - **Grants**
 - Cabinet approved to submit a request for proposal to the Michigan Learning and Education Advancement Program (MiLEAP) for a regional collaboration of partners to create or expand innovative, short-term training to Covid-impacted and underemployed individuals as a pathway into well-paying job opportunities. Kate Miller, project Manager.

— **Personnel Updates**
Hires

Transfer

- Andrew Strzynski from PT Bookstore Clerk to Ecommerce Coordinator, effective 5-3-21

Resignation

- Kristen Catalano, Nursing Department Coordinator, effective 6-15-21
- Amber Walker, PT Academic Counselor, effective 4-30-21

Retirement

Separation

Position Justification Forms

Full Time Currently Posted Positions

- Urban Farm Education Program Coordinator
- Dean of Instruction – Health Careers and Sustainable Foods
- Program Director Horticulture/Landscapes
- Marketing Project Manager
- Academic and Career Pathway Advisor-KVAAP
- Employment Manager
- Staff Accountant
- Dean of Instruction – Math and Sciences
- Research Assistant
- Food Hub Operations Coordinator
- Utility Maintenance Specialist
- Academic and Career Pathway Advisor
- Associate Vice President for Collaboration, Compliance, and Analytics

— Announcements and Updates

- Actively moving forward with bargaining on the adjunct faculty contract
- OFE Virtual Baking event scheduled for 5/13 @ 7:00. Individual tickets are available to purchase.
- Interviews for the Dean positions are underway.
- Procedures Team continues to work and encourages everyone to update/load procedures into Book Stack.
- Volunteers are needed for the Welcome Tables.
- The Food Innovation Center (FIC) is looking for additional spaces to expand FIC activities.
- Thank you to everyone who helped make the drive-thru Graduation ceremony a huge success. We had 157 students participate.

Next Cabinet Meeting: May 25, 2021 at 8:00 am.