

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of May 25, 2021

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

1. The minutes of May 4, 2021 were approved as presented.
2. The college continues to update and implement its COVID-19 (Coronavirus) Pandemic Response Plan, in accordance with the updated rules, to increase face-to-face instruction, programs and services. Kalamazoo Valley will continue to meet or exceed the minimum requirements for ensuring the health and safety of all people associated with the college.
As we continue the phased-in re-opening of campus buildings for administrators, staff, students and guests, certain health and safety precautions remain in effect, including:
 - **Face coverings, worn properly, will continue to be required for all people on college property**
 - **When possible, proper social distancing is still required, existing precautions related to offices, common spaces and classroom and labs will continue**
 - **Rigorous cleaning and disinfecting protocols will continue**
 - **Frequent hand washing and the use of hand sanitizer is recommended**
 - **Daily health screening will continue to be required for all those working, learning or visiting our campus buildings**
 - **The vaccine has been proven to be a safe and effective way to prevent the spread of the virus, we encourage everyone to become vaccinated**It is imperative that employees begin or continue planning for the eventual full re-opening of all campus buildings. Until you hear from your supervisor, continue with your current work schedule and location(s).
3. Tom Sutton, Director of Wind Energy & Technical Services, presented the ISO Certification process and requirements. Wind Energy and Technical Training Services is Certified to ISO 9001:2015 Quality Management Systems.
4. Information Technologies would like all employees to be aware of the many email phishing attempts.
 - If an email message contains information or a request that looks unusual or is out of character for the person allegedly sending it to you, do not click on it; do not respond to the message. Dr. Washington, Dr. Eagan nor any other college employee is going to ask you for favors, personal identification information or to purchase gift cards, period.
 - Review your email messages on a desktop computer. Reviewing email messages on a cell phone does not allow you to closely examine the sender name or point of origin.
 - If a message looks suspicious, using your mouse, “hover” over the “sender name” to discern if the message is genuine, look for typos, incomplete or unusual sender addresses.

- If you have any doubts about the authenticity of an email message, do not respond. If a message is legit, you will be contacted again.
- Mark any suspicious messages as spam. By marking the message as spam, I.T. is automatically notified.
- Never share your personal information with anyone via email.

5. KVCC would like to create a Universal out of office message:

“Thank you for contacting Kalamazoo Valley Community College. I am away from the office and unable to respond to your message until after _____. If you need immediate assistance, please contact _____.”

6. The Kalamazoo Downtown Partnership will be holding a mall market in the Anna Whitten Hall courtyard the 2nd Saturdays of each month between June 12 and Oct. 11 from noon to 7pm. As part of our sponsorship we will be provided a location at the event to set up a tent and table.

7. COVID-19 Response

- COVID-19 Vaccination Clinics Partnership
 - Just over 100 community members served at the May 11 and 12 vaccination clinics.
 - **Texas Township Campus**
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**
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.

8. Cabinet retreat planned for July 8, 2021. More information will be sent to Cabinet once details become available.

9. Standing Items

— **Travel Authorizations**

— **Grants**

- USDA Local Food Promotion Grant. The primary goal is to increase purchase of local/regional farm products by institutional food service providers via ValleyHUB services. Rachel Bair, project manager.

— **Personnel Updates**

Hires

- Johnny Jackson, Custodian, effective 4-6-21
- Larison Hendrick, PT Public Safety Officer, effective 5-17-21
- Rachel Smith, Research Assistant, effective 5-17-21
- Gretchen St John, Staff Accountant, effective 5-17-21

Transfer

- Jocelyn Wright Newman, from PT Counselor to Academic and Career Pathway Advisor, effective 5-17-21

Resignation

- Ashley Hamilton, Administrative Assistant-SSS, effective 5-24-21

Retirement

Annette Hoppenworth, Museum Programs Coordinator, effective 12-1-21

Separation

Position Justification Forms

- HVAC Full-Time Instructor
- Academic Development and Instructional Technology Analyst
- Instructional Designer
- CNM and Arcus Gallery Coordinator
- PT Museum Aid
- Financial Aid Assistant
- Patient Care Academy Instructor
- Financial Aid Advisor

Full Time Currently Posted Positions

- Dean of Instruction – Health Careers and Sustainable Foods
- Program Director Horticulture/Landscapes
- Marketing Project Manager
- Employment Manager
- Staff Accountant
- Dean of Instruction – Math and Sciences
- Research Assistant
- Food Hub Operations Coordinator
- Utility Maintenance Specialist
- Academic and Career Pathway Advisor
- KVCC Foundation Officer
- Financial Aid Advisor
- Financial Aid Assistant

— Announcements and Updates

- Summer Camps are filling up.
- June 11 the Oracle upgrade will take place.
- Virtual baking show sweet potato chocolate tart recipe is available on the Foundation's webpage.
- Cougar Cruiser is visiting local schools. They are receiving a warm welcome around our community.

Next Cabinet Meeting: June 10, 2021 at 8:00 am.