

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of June 10, 2021

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

1. The minutes of May 25, 2021 were approved as amended.
2. The Board of Trustees-Cabinet Presentations Schedule 2021-2022 was reviewed and updated. Final copy with changes to be sent to Cabinet members.
3. The Cabinet reviewed the Post Pandemic Return to Work plan update for each of their areas. 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).

4. A Cabinet Retreat will be held on July 8 from 9-4 at the Groves Campus in room B-1100.
5. Strategic Planning – What we learned during the pandemic is held until the next Cabinet meeting.
6. Standing Items
 - A. **Travel Authorizations**
 - B. **Grants** – Craig Jbara gave an update on the MiLEAP grant

C. Personnel Updates

Hires

- Sara Tanis, Program Director Horticulture/Landscapes, effective 6-9-21

Transfer

- Tracy Labadie, from Dean of Instruction – Business, Industrial Trades, and Public Service to Associate Vice President for Collaboration, Compliance, and Analytics, effective 5-16-21

Retirement

- Judy Rose, Operations Coordinator-Groves, effective 9-1-21

Resignation

- Westin Curtis, Database Analyst, effective 5-31-21
- Jasmine Hackett, Network Analyst, effective 5-31-21
- Eric Carlstrom, Utility Maintenance Specialist, effective 6-4-21
- Darren Chase, International Student Support Specialist, effective 6-24-21

Position Justification Forms

- Food Hub Logistics Technician, PT
- KVAAP Counselor, PT
- Summer Camp Workers, Seasonal PT

Full Time Currently Posted/Open Positions

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

D. Announcements and Updates

- The Promise grant covers certificate/degrees at KVCC that are not Pell grant eligible.
- The second round of COVID-19 vaccinations went well.
- Oracle upgrade taking place this weekend starting Friday (6/11/21) at 7:00 p.m. Upgrade should be completed on Friday. Saturday the IT team will be testing the upgrade. Sunday the system should be released for use.
- The end of our fiscal year is on June 30. Brian reminded Cabinet members that projects need to be complete and items received prior to June 30. Paperwork is due by mid-July.

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