

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of July 20, 2021

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

1. The minutes of July 6, 2021 were approved as presented.
2. COVID-19 (Coronavirus) Response – Michigan Reopening
 - Cabinet discussed new COVID-19 protocols implemented on 7/19/21
 - KVCC to continue implementing Post Pandemic Return to Campus/Work Plan Phase 2.5
3. Mission Statement Review
 - Dr. Washington gave an overview of the plan to review and update the College’s Mission Statement.
4. Travel Requests
 - Please submit one consolidated word document of approved travel requests to Sherry Weber by noon on the Wednesday prior to the Cabinet meeting.
 - Dr. Washington to approve all travel requests prior to submission.
 - Sub-committee to look at professional development form/dollars.
5. Cabinet Retreat - August 11 from 9-4 at the Groves Campus in room B-1100.
6. Cabinet members reflected upon and discussed what we learned during the pandemic.
7. Standing Items
 - A. Travel Authorizations**
 - Annette Hoppenworth to attend the Resilience Through Creativity workshop at the Epic Center in Kalamazoo, MI from August 10-11, 2021.
 - Ben Bylsma and Sara Tanis to attend the Clay Bottom Farm program in Goshen, IN on September 2, 2021.
 - B. Grants**
 - \$300,000 proposal to KRESGE Foundation’s CoPro2.0 for enhancing college promise programs.
 - C. Personnel Updates**
 - Hires**
 - Donald Florinchi, Financial Aid Advisor, effective 7-19-21
 - Transfer**
 - Samantha Isaacs, from Student Ambassador to Financial Aid Assistant, effective 7-12-21

Retirement

Resignation

- Lucas Dailey, Accounts Receivable Specialist, effective 7-22-21

Position Justification Forms

- International Student Support Specialist

Full Time Currently Posted/Open Positions

- Instructional Designer
- Academic Development and Instructional Technology Analyst
- Food Hub Operations Coordinator
- Nursing Lab Coordinator
- International Student Support Specialist
- Utility Maintenance Specialist
- KVCC Foundation Officer
- Security Officer
- Marketing Project Manager
- Employment Manager
- Dean of Instruction – Health Careers and Sustainable Foods
- Dean of Instruction – Math and Sciences

D. Announcements and Updates

- Hiring and Bias in the Search Committee Process
 - Tuesday August 24th, 930am - 1045am
 - Wednesday September 29th, 1pm - 230pm
- Office of DEI was a sponsor for El Consilio's Latino Fest - July 9th
 - El Consilio and The Food Innovation Center are in talks regarding El Consilio's Health Day on August 14th as well as next spring's Foodsways Symposium.
- Trice and Craig met with the city of Portage and Signh Automation to discuss possible collaboration on community training opportunities.
- Volunteers needed for Inside-Out event held at ACC on 7/28 and at TTC on 8/3
- College of Lake County Illinois will be visiting the Food Innovation Center (FIC) on 8/12. They are starting a FIC program at their school.
- Payroll would like to thank everyone for their attention to detail. Over the last year there has been less issues with timesheets.
- IT is looking at different ways to provide support during after-hours and weekends starting in the Fall semester.
- HR encourages all to participate in the Diversity and Bias in the Search Committee Process training offered.

Next Cabinet Meeting: August 3, 2021 at 8:00 am.