

**To:** Cabinet, Archives  
**From:** Sherry Weber  
**Subject:** Minutes of August 3, 2021

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**Members Present:** Alexander, Batson, Depta, Eagan, Hilliard, Jbara, Labadie, Lueth, Washington and Welsh  
**Staff Present:** Sherry Weber  
**Guest:** Rachel Bair

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1. The minutes of July 20, 2021 were approved as presented.
2. Trice Batson and Rachel Bair presented on Managing for Racial Equity, Inclusion and Results (MREIR) Phase 2 Plan. Cabinet discussed and gave feedback.
3. COVID-19 (Coronavirus) Response – Michigan Reopening
  - “Safe at Work Training” via Canvas training overview was given by Aaron Hilliard.
  - KVCC to continue implementing Post Pandemic Return to Campus/Work Plan Phase 2.5
4. Aaron Hilliard reviewed the current process for Professional Development for Staff and Administrators. Cabinet discussed possible improvements. We will bring this back to Cabinet at a later date for further discussion.
5. Cabinet Retreat - August 11 from 9-4 at the Groves Campus in room B-1100.
6. Standing Items
  - A. Travel Authorizations**
    - Rosie Florian, Lauren Barnhardt, Austin Wertheimer, Crystal Van Pelt to attend the FutureFood21 Conference in Muskegon on 9/24/21.
    - Anna Koenig, Megan Osetek, Regina Gorham, Brittany Williams to attend the virtual Michigan Museum Association Conference from 10/6 to 10/7/21.
    - Steve Crawford, Mark Reed to attend the Digistar Users Conference in Salt Lake City from 10/4 to 10/10/21.
    - Larry Taylor to attend the Electrified Transportation Certification Level 1 at Ferris State University in Big Rapids, MI from 8/10/21 to 8/12/21.
  - B. Grants**
  - C. Personnel Updates**
    - Hires**
      - Westin Curtis, Database Analyst, effective 6-28-21
      - Charles Creameans, FT Security Officer, effective 7-29-21
      - Dana DeLuca, KVCC Foundation Officer, effective 9-1-21

### **Transfer**

- Mike Thompson, from Web and Application Development Manager to Director of Administrative Computing, Application Development, Web Services and Analytics, effective 7-1-21

### **Retirement**

- Blake Glass, Wellness and Fitness Center Program Manager, effective 7-31-21

### **Resignation**

- Kiera McCullough, Office Specialist ParaPro, effective 7-30-21
- Shanae Jamison, Custodian, effective 7-30-21
- Kevin Schneider, Academic and Career Pathway Advisor, effective 8-13-21

### **Position Justification Forms**

- Student Ambassador PT (3)
- Accounts Receivable Assistant
- Special Project Technician
- Museum Interpreters
- Volleyball Game Workers
- Custodian
- Wellness Specialist
- Office Specialist – Admissions

### **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
- Marketing Project Manager
- Employment Manager
- Dean of Instruction – Health Careers and Sustainable Foods
- Dean of Instruction – Math and Sciences
- Instructional Computing and Media Services Manager
- Network Systems Manager
- Accounts Receivable Assistant

### **D. Announcements and Updates**

- Hiring and Bias in the Search Committee Process
  - Tuesday August 24th, 9:30am – 10:45am
  - Wednesday September 29th, 1:00pm – 2:30pm
- City of Portage Career Exposition – September 9
- Inside-Out events held at ACC on 7/28 and at TTC on 8/3
- Reach out to Megan Pauken with information on events/opportunities in your department so we can coordinate and review.
- Procedures Task Force update was handed out/reviewed by Craig Jbara.
- Security Awareness training went out yesterday. IT receiving positive feedback. IT will hold more trainings throughout the year.

**Next Cabinet Meeting: August 17, 2021 at 8:00 am.**