

To: Cabinet, Archives
From: Tracy Labadie
Subject: Minutes of August 17, 2021

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

1. The minutes of August 3, 2021 were approved as presented.
2. COVID-19 (Coronavirus) Response – Face Covering De-escalation Conversations
 - Cabinet reviewed tips and best practices for how to respond to individuals who are not wearing a proper face covering.
3. Summit – Update/Review
 - Registration is now open for Fall Summit scheduled for September 1 and 2.
 - There will be a video and panel discussion along with several breakout sessions. All sessions will be virtual.
 - The college will be closed the morning of September 1 so all staff may participate. The college will reopen at 1:00.
 - Many thanks to those who served on the summit committee.
4. Standing Items
 - A. Travel Authorizations**
 - Tom Sutton and Tony Parcher to attend the ENSA Professional Development week in Groton, CT from September 19 through September 27, 2021.
 - B. Grants**
 - C. Personnel Updates**
 - Hires**
 - Kristina Pudasaini, International Student Support Specialist, effective 9-7-21
 - Nkenge Bergan, Interim Special Assistant to the Provost and Associate Vice President for Student Development Services, effective 9-1-21
 - Transfer**
 - Retirement**
 - Resignation**
 - Robert Zuinga, PT Public Safety Officer, effective 6-24-21
 - Blake Pratt, Custodian, effective 8-6-21
 - Zachary Hemsteger, Exhibits Technician, effective 8-19-21
 - Position Justification Forms**
 - Nursing Department Coordinator
 - PT Bookstore Clerks
 - PT Computer Lab Assistants – TTC

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Full Time Currently Posted/Open Positions

- Dean of Instruction – Health Careers and Sustainable Foods
- Dean of Instruction – Math and Sciences
- Finance Project Management Specialist
- Utility Maintenance Specialist
- Patient Care Academy Instructor
- Accounts Receivable Assistant
- Academic Development and Instructional Technology Analyst
- Custodian
- Employment Manager
- Retention and Completion Coach
- Network Systems Manager
- KVCC Foundation Officer
- Nursing Department Coordinator
- Instructional Computing and Media Services Manager
- Marketing Project Manager
- Instructional Designer

5. Announcements and Updates

- Hiring and Bias in the Search Committee Process
 - Tuesday August 24th, 9:30 am – 11:15 am
- IT is completing the set up for our new Zoom room. They are working with academic administration and faculty to pilot the use of that space this fall.
- There is still CARES Act funding available for students who need assistance with technology, and there are still laptops and hotspots available for check out through the library.
- There are two new events happening prior to the start of the semester, targeting students who have not completed the registration process:
 - Tie it Up Tuesday – first event is August 17 and will continue to host for the next three Tuesdays (August 24, August 31, and September 7)
 - Finish It Fridays – will be held on August 20 & August 27

Next Cabinet Meeting: September 7, 2021 at 8:00 am.