

To: Cabinet, Archives
From: Tracy Labadie
Subject: Minutes of August 31, 2021

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

1. The minutes of August 17, 2021 were approved as presented.
2. RFP for 2021 Classification and Compensation Study overview was given by Aaron Hilliard
3. Tim Welsh reviewed the Information Technology Board of Trustee presentation.
4. COVID-19 (Coronavirus) Response
 - Cabinet reviewed updates to the Contact Tracing flowchart and a packet of communication regarding COVID-19 that will be shared college wide.
 - Brian Lueth presented a Vaccination/Booster Leave Time form. Cabinet discussed and approved moving forward with the form.
5. 2022 and 2023 Holiday Calendar draft was presented by Aaron Hilliard and reviewed by Cabinet. Will bring back for further review at a future Cabinet meeting.
6. Standing Items
 - A. Travel Authorizations**
 - Rachel Bair, Ben Bylsma, Sara Tanis, Beth Keith, Kara Smith, Jeff Carroll to attend the Windy City Harvest at Cook County College in Chicago, IL September 14, 15 or 17, 2021 (yet to be confirmed).
 - Russ Panico will be attending the Fall NJCAA Region 12 Athletic Director's meeting in St. Clair, MI from September 27-28, 2021.
 - B. Grants**
 - The college will be pursuing a Lumina Foundation grant focused on adult learner enrollment in community colleges. This is a grant offered in partnership with Achieving the Dream. It is a two-year grant for \$75,000 to support strategies to increase enrollment of adult students in high-quality educational programs. They are looking for proposals focused on process changes, systems improvement, services improvement, and enrollment efforts. Proposals are due September 17th and successful applicants will be invited to a kickoff on October 13th. The grant cycle will begin Fall 2021 and run through Spring 2023.
 - C. Personnel Updates**
 - Hires
 - Transfer
 - Retirement

Resignation

Position Justification Forms

Full Time Currently Posted/Open Positions

D. Announcements and Updates

- Tie it Up Tuesday and Finish It Fridays are completed. Numbers are improving for the Fall semester.
- CARES Fund application for students will open up on September 8.
- We will hold a College Night on October 18.
- Cougar Kickoff scheduled for September 8.

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