

**CABINET  
MINUTES**

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of February 10, 2009 Cabinet Meeting  
**Date:** February 13, 2009

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**Members Present:** Anderson, Bertch, Bohnet, Cannell, Cosby, DeHaven, Horton, Hutchins, Niewoonder and Schlack

**Members Absent:** Collins and Kocher

**Guest Present:** Cindy Buckley

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### **Wind Turbine Technician Academy**

Cindy Buckley presented the draft budget for the start up of the Wind Turbine Technician academy through June 30, 2009 which would include hiring two adjuncts instructional managers and get them trained and BZEE certified. It was MOVED, SECONDED and CARRIED to endorse the budget for the Wind Turbine Technician Academy, April 1, 2009 to June 30, 2009, in the amount of \$69,583.

### **TBO Discussion**

- a. The following personnel items were reported:
  - o Ted Forester has transferred to the position of materials handling coordinator and Charlie Fuller is now the auto lab manager.
  - o Kathy Campbell has been hired as the purchasing manager.
- b. Reality Checks:
  - o Agreed to meet all day on Feb. 24 for a reality check on our budget.
- c. Kudos! were given to:
  - o The Financial Aid, Financial Services and security staff for their efforts to ensure a smooth distribution process for financial aid balance checks.
- d. Other TBO Items:
  - o Reported that several of the Cabinet members have been holding discussions on the strengths of their staff during staff meetings.
- e. Book Discussion – Steve started the group discussion of chapter three from “Good to Great” on the topic of first who then what.

### **Approval of Minutes**

The minutes of the February 3, 2009 meeting were approved.

### **Other**

- Agreed that March 13 would be the deadline for submitting any requests for replacement capital for FY 2010.
- The hospitality academy held its first graduation yesterday.

### **Other Discussion Items**

- **“The Truth About You”**
  - Viewed the Marcus Buckingham DVD “The Truth About You.”
  - Discussed some of the ways in which we can use our strengths and help our supervisors, managers and staff better understand and use their strengths. This discussion will be back on the agenda next week as to how we can move this forward.
- **Travel – the following items were reported for the record:**
  - No travel items reported.
- **Grants**
  - No grant items presented for approval.

**Next Meeting** – The next Cabinet meeting is scheduled for Tuesday, Feb. 17 and will begin at 8 a.m. in the Board Room.