

**CABINET
MINUTES**

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of March 3, 2009 Cabinet Meeting
Date: March 3, 2009

Members Present: Bertch, Bohnet, Cannell, Collins, Cosby, DeHaven, Horton, Hutchins, Kocher and Schlack

Guest: Nancy Taylor

Members Absent: Anderson, Niewoonder

TBO Discussion

- a. The following personnel items were reported:
 - We would like to welcome our two new wind turbine instructors: Tom Sutton and Greg Meeuwssen.
- b. Reality Checks:
 - Concerns regarding cost effectiveness of mass mailings were discussed.
 - The Acceptable Use Policy regarding computer usage has received some feedback.
- c. Kudos! were given to:
 - Andrew Greig for developing on-line registration for the Diversity Conference and modifying the program this year.
- d. Other TBO Items:
 - Guest Nancy Taylor asked us for suggestions in how to get supervisors and managers involved in building relationships with employees. How do we create an environment to engage our employees? With different learning styles, how do we draw everyone in? There are several ways to learn more about our Strengths including Nancy's half day sessions for every department (many departments have already attended these), "lunch and learn", book club discussions, etc. It was suggested that some meetings be held with Nancy in smaller groups, with a shorter time frame, i.e. one hour during a department meeting. This will be an on-going discussion.
- e. Book Discussion:
 - Laura Cosby led the group discussion of chapter four from "Good to Great" on the topic of confronting the brutal facts (yet never lose faith).

Approval of Minutes

- The minutes of the February 17, 2009 meeting were approved.

Other

- Mike Collins – Interviews for the Director of Facilities are on-going.
- Jim DeHaven – In discussion as to how small local companies could have access to Gallup/Strengths training.
He also noted that we are not the only school offering wind turbine training – but we are the only school offering training with an International Certification.
- Terry Hutchins reported that 5 proposals for Business Intelligence were submitted. These have been narrowed down to 2. A decision should be forthcoming this week.
- Laura Cosby reported that Colleen Olson will be the veteran's contact, and that locating veterans is challenging if they have not contacted the financial aid office.
- Sandy Bohnet would like everyone (staff, faculty, administrators, etc.) to update their emergency contact information.

Other Discussion Items**Travel – the following items were reported for the record:**

- Natalie Patchell, Cynthia Schauer and four students will attend the Phi Theta Kappa International Society Convention in Grapevine, Texas on April 16-19, 2009. The cost of the conference will be paid by the PTK chapter.
- Bill Wangler and Rick Garthe will attend the Renewable Energy Conference in Hastings, MI on March 21, 2009.
- Gehry Gross and Dwight Coblenz will attend the HVACR Instructor Conference in Big Rapids, MI on June 24-26, 2009.
- Richard Kraas will attend the AITP National Collegiate Conference in Oklahoma City, OK on April 1-5, 2009.
- Al Moss and 9 students will attend the Student Sputum Bowl Competition at the Radisson Hotel in Lansing, MI on March 30 – April 1, 2009.
- Members of Alpha Rho Nu are invited to sign up for a trip to Grand Rapids on April 3, 2009 to visit the GR Museum of Art, The Gerald Ford Museum, and The Public Museum of Grand Rapids.
- Melissa Farris will attend the NACADA Region Conference on April 26-28, 2009 at Purdue Univ. in W. Lafayette, IN.
- Staff Development Funds have been requested for Joyce Tamer, Karen Steeno, Diane Finch and Carl Law to attend "Counseling to Type: Motivating Students..." at U of M, Ann Arbor, MI on March 26, 2009.
- Carolyn Alford and Mary Lawrence will attend the Payroll Law 2009 Workshop in Ann Arbor, MI on May 7, 2009. The cost of the activity will be covered in part by FNSVC and the balance covered by staff development funds.
- Dick Shilts will attend NJCAA Strategic Planning and Re-alignment Meeting on March 29th then attend the annual winter/spring MCCA and NJCAA Athletic Director Meeting on March 30,31 at Lansing Community College.

Grants

- No grant items presented for approval.

Next Meeting – The next Cabinet meeting is scheduled for Tuesday, March 10, 2009 and

will begin at 8 a.m. in the Board Room.