

**CABINET  
MINUTES****Kalamazoo Valley Community College**  
Office of President

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of September 29, 2009  
**Date:** September 29, 2009

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**Members Present:** Anderson, Bertch, Bohnet, Cannell, Colby, Collins, DeHaven, Horton, Hutchins, Kocher and Schlack

**Guest:** Cindy Buckley and Lesa Strausbaugh

**Members Absent:** Niewoonder

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**ITG Project Review**

Cindy and Lesa presented an Innovative Thinking Grant request for a Patient Care Academy that proposes to: provide training for Certified Nursing Assistants (CNA), Patient Care Technicians (PCT), Phlebotomy Technicians, Home Health Aides and would include training in patient transport, CPR/first aid, and clerk/patient records. This training would be for employment in hospitals, nursing homes, long-term residential care facilities, medical offices, private practice, urgent care and outpatient surgery, in-home care, and hospice. The program also included 20 hours of employability training that prepares students for the professional behaviors required of health care professionals. Each Academy would be 10 weeks in length. Additional information is needed before this can be approved.

**TBO Discussion**

- a. The following personnel items were reported:
  - Kathy Johnson – will start October 2<sup>nd</sup> in the position of Executive Director of Governmental Relations.
  - Diane Finch – will start October 19<sup>th</sup> in the downtown office as a Career Advisor.
  - Janet Nykaza – started on Sept 23rd in Instructional Design for the Wind Academy.
  - Joe Paneda – started in a security position on the day shift at the ACC.
- b. Reality Checks
  - None
- c. Kudos! were given to:
  - Matt Dennis for the Counselor's Breakfast – it was a big success.
  - LaJoyce Brooks and her team for the Student Success Center's Open House. A good turn-out and lots of new contacts.
  - Denise Blanchard for the new and improved look for the winter 2010 class schedules.
- d. Other TBO Items:
  - The book "From Hire to Liar" is on back order and we should have them soon for our next book discussion.

**Approval of Minutes**

- The minutes of the September 22, 2009 minutes were approved as submitted.

**Other**

## Cabinet Meeting, September 29, 2009

- Louise Anderson continues to work with the auditors.
- Sandy Bohnet reminded us that appointments for the Wellness Assessment are available. Let's have 100% participation!
- Ken Colby indicated there will be additional security present on October 2<sup>nd</sup> when the *Higher One* users will be accessing their accounts next to the Financial Services Pay Station.
- Ken also mentioned that there have been a few incidents with "non-student" users on our computers.
- Dennis Bertch noted that several departments have inquired about the use of *FaceBook*. At this time only *Twitter* has been approved for college departmental use.
- Terry Hutchins mentioned that the voice mail server conversion went well on Friday, Sept 25th.
- Mike Collins reminded us that the Ground Breaking for the campus addition will be at 1:30 p.m. on September 30<sup>th</sup> on the west side of the gymnasium. Please join us if your schedule permits.
- The Planning Meeting will be on Monday, October 5, 2009 at MTEC from 8:00 a.m. to approximately 12:00 noon (room C1410-1). Chairs and co-chairs for committees will attend from 8:00 a.m. to approximately 10:00 a.m.

### **Travel – the following items were reported for the record:**

- Kandiah Balachandran, Deborah Dawson, Charlie Fuller, Tom Keena, Jerry Lentz, Todd Nelson, Martin Smith, and Bill Wangler will attend a free one day LabVolt seminar on October 13, 2009 at the MTEC.
- Albert Moss will attend the MSRC (Michigan Society for Respiratory Care) on October 6 2009 at Bay City, MI.
- Lisa Winch, Darlene Kohrman, Sheila Eisenhauer, and Tim Kane to attend the 2009 MichMATYC (MI Mathematical Assoc of Two Yr Colleges) Conference October 9-10, 2009 in Dearborn, MI.
- Lois Baldwin will attend the Autism and Talents Conference on Nov 5<sup>th</sup> 2009 in Crystal Lake, IL
- Dan Benard will attend the SMEMSIC Conference October 9 & 10, 2009 in Lansing, MI. Questions regarding his attendance at this event have been resolved.

### **Grants**

- Dennis indicated we will pursue a grant through the Kellogg Foundation for the Museum titled "Community Based Racial Healing & Racial Equity Efforts".
- Jim DeHaven requested that the ITG for 2 ExpressWays student tutors be budgeted for \$14,438. The motion was Moved, Seconded, and Carried.

### **Next Meeting –**

**PLANNING MEETING – Monday, October 5<sup>th</sup> at the MTEC C1410-1 (8:00 a.m. – 12:00 noon)**

The next Cabinet meeting is scheduled for Tuesday, October 13, 2009 and will begin at 8 a.m. in the Board Room.