

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 13, 2009 Cabinet Meeting
Date: October 13, 2009

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

TBO Discussion

- a. The following personnel items were reported:
 - o Ben Blewett is the new network manager, Russ Panico has been hired to fill the behavioral interventionist and ombudsman position, and Hope Haan has been hired to fill the vacant administrative secretary position at the Groves Campus.
 - o Ann Lindsay has submitted her resignation effective November and Sandy Barker has announced her retirement effective at the end of the fall 2009 semester.
- b. Reality Checks:
 - o Reported that there were some glitches with start of registration for the winter semester.
- c. Kudos! were given to:
 - o Matt Dennis and his team for the success of the annual College Night.
 - o Lois Brinson-Ropes, Jenny Buysee, and Colleen Olson for the Adults in Transition event.
 - o Louise Anderson, Mike Collins, Terry Hutchins, and all of their staff members who were involved in the smooth transition to Higher One.
 - o Elspeth Inglis, Linda Rzoska and Grant Chandler for the success of last Saturdays Merz Tate Travel Club event held at Anna Whitten Hall.
 - o Candy Horton for the extra help she provided to the office with the absence of Carol during the start of the fall semester.
- d. Other TBO Items:
 - o Everyone shared how they have used their top strengths.
- e. Book Discussion – Agreed that Ken will report on chapter one of the book *“From Hire to Liar”* next week with Kathy scheduled to present chapter two the following week. The remaining chapters, three through nine, will begin with Louise and the rest of the Cabinet presentations will follow in alphabetical order to Candy finishing with chapter nine.

Approval of Minutes

The minutes of the Sept. 29 meeting were approved as corrected and the minutes of the Oct. 5, 2009 meeting were approved as presented.

Other

- Office relocations were briefly reviewed for several areas of the college, including Marketing and Information Technologies.

- A proposal for the collection of student goals was distributed – it will be on the agenda for discussion at next week’s meeting.
- Ken reported that he will be continuing to fine tune the security plan, dealing with the critical issues first. He will also be working to ensure that new security technology systems as appropriate will be part of the new construction.
- All of the Cabinet members were encouraged to sign up for their annual wellness assessment.
- An article regarding talent-management activities was shared.

Other Discussion Items

- **Review of Revised Scorecarding Committee Report**
 - Reviewed the Scorecarding Committee report. Changes as discussed will be incorporated in preparation for tonight’s Board meeting.
- **Revision of Student Handbook**
 - A draft of the revised student handbook was distributed.
 - Cabinet members were asked to review the document and to share any recommendations for change at next week’s Cabinet meeting.
- **Update on Grant Initiatives**
 - Kathy shared a summary of activities in pursuit of grant opportunities for the Institution.
 - It was suggested that international education be added to the list of grant opportunities.
 - Discussed the challenge of under-prepared students coming to KVCC and the need to find better ways to prepare them for careers and/or college-level work.
- **Travel – the following items were reported for the record:**
 - Along with six PTK students, Natalie Patchell and Cynthia Schauer will attend a PTK mini-conference at Glen Oaks Community College on October 24.
 - Rick Brill and Kevin Dockerty will attend the 41st annual conference for political science at Delta College, October 15-16.
 - Marylan Hightree and Lynne Morrison will attend a Dreamweaver training program in Grand Rapids on October 30.
 - Kim Grubka and Wanda Scott will attend the American Dental Hygienists Association Day event with a group of KVCC dental hygiene students on November 6.
 - Cindy Buckley and Greg Meeuwsen conducted a climbing tower site visit in Pigeon, Michigan on October 12.
- **Grants**
 - It was MOVED, SECONDED and CARRIED to increase the Branding ITG by \$6,600 for costs associated with employee benefits.

Next Meeting – The Cabinet’s next regular meeting is scheduled for Tuesday, October 20 and will begin at 7:30 a.m.