

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 20, 2009 Cabinet Meeting
Date: October 20, 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 Carol Mallinson has announced her retirement effective December 30.
- b. Reality Checks:
 - o Reminded everyone that confidential items should not be shared.
- c. Kudos! were given to the following:
 - o Everyone who helped with the quick installation of the nitrogen sensors at M-TEC.
- d. Book Discussion – postponed until next week.

Approval of Minutes

The minutes of the October 13, 2009 meeting were approved as presented.

Other

- Heard a brief update on registration for the winter 2010 semester.
- Reported that the bids for the remainder of the construction project have been received and they came in under budget.
- An article on “middle skills” jobs was distributed.
- Mentioned that legal counsel is drafting a policy for the College’s use of social networking sites such as Facebook, Twitter, etc.; the sites are prime targets for identity theft and people need to use caution with the types of information that they post.
- New agenda items for next week’s Cabinet include: a proposed change to the Patient Care Academy, a public safety proposal, and parking fees at the Arcadia Commons Campus.

Other Discussion Items

- **Final Review of Student Handbook**
 - o Mike asked to have all of the proposed changes to the student handbook to him by the end of the day today.
- **Review of draft Procedures for Disposal of Institutional Assets**
 - o It was moved, seconded and carried to approve the procedures as presented.
- **Update on Grant Initiatives**
 - o Kathy reported that she has met with all of the new grant task forces as well as with a representative from Sen. Stabenow’s office.

- She distributed a draft of KVCC's "facts at a glance" one page flyer she developed with the help of several individuals. This document can be updated as needed and will be posted on the College's web page as well as on the Progress Charts Wall in the administrative area.
- **Discussion on Roll Out of New Brand**
 - Reminded everyone that the College's new brand will be rolled out to the college community on October 30.
 - Agreed that the Cabinet and the Communications/Recruitment Committee will meet on October 29 at 3:30 p.m. to get a preview.
- **Review of Student Goals Proposal**
 - Postponed to next week.
- **Progress Charts Draft**
 - Reviewed the broad categories for posting data on our progress charts. The data will be posted on the wall in the administrative office as it is collected.
 - The list of charts will be reviewed again next week.
 - Terry shared a sample scorecard from other community colleges – this report will be reviewed in more detail next week as well.
- **Travel – the following items were reported for the record:**
 - Victoria Hileski will attend a 2 ½ day workshop on "understanding and analyzing systemic racism" at the Douglass Community Association, December 2-4, 2009.
- **Grants**
 - Approved a change to the budget for the Wind Design and Manufacturing ITG. No new funds are being requested; dollars for equipment are being increased by \$8,500 with an equal reduction of funds for faculty release time.

Next Meeting – The next meeting is scheduled for October 27 at 8 a.m.