

CABINET MINUTES

Kalamazoo Valley Community College Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of February 16, 2010 Cabinet Meeting
Date: February 16, 2010

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

Absent: Johnson

TBO Discussion

- a. Personnel Items:
 - Reported that Donna Odom has announced her retirement effective the end of March.
- b. Reality Checks:
 - Reminded everyone that all internships need to be coordinated through the internship office and not by individual departments.
- c. Kudos! were given to the following:
 - A former student sent kudos regarding our student computer labs.
- d. Strengths Discussion – discussed how some of us may be using more of our less dominant strengths during times of stress.
- e. Brutal Facts – mentioned 1) how busy the cafeteria is and the need for additional seating areas and 2) yesterday's temporary outage of the computer server.
- f. Book Discussion – Dennis led the discussion on chapter 4 of the book "Outliers." Sandy is scheduled to present chapter 5 on Feb. 23

Approval of Minutes

The Cabinet approved the minutes of the February 2, 2010 meeting as presented.

Other

- Mike shared a brief overview of the objectives for the Joint Educational Programming Committee, a sub-committee of the Arcadia Commons West Committee. All three higher education institutions in the Kalamazoo area are represented on the committee to look at ways for joint programs and opportunities.
- Mike shared a brief update on the construction project. Some of the biggest upcoming challenges include the temporary relocation of various offices between the winter and fall 2010 semesters while undergoing renovation and the expansion and needed extra classroom space for fall 2010.
- On the agenda for next week will be a discussion about letterhead and business cards with the new brand.
- Mentioned the progress in drafting the letter to be sent to our legislators regarding the need for the State to adopt a budget for FY 2011.

Other Discussion Items

- **Review of Social Media Policies** – Drafts of social media policies and recommendations were distributed and briefly reviewed. This will be back on the agenda for next week.
- **Schedule Date of Planning Meeting** – Agreed that the Leadership Team would meet on Tuesday, March 2 for a planning day – others, as needed, will be invited to participate during part of the meeting as the agenda is finalized.
- **New Public Safety Office** – It was reiterated that the Public Safety Office is responsible for handling criminal, emergency and security issues. Not every issue or challenge needs to be sent to the Public Safety Office; routine issues should be handled by the appropriate offices. Security questions should be and can be handled directly by Ken and the Public Safety Office.
- **Travel**
 - Gina Fischer will attend the AASLH Project Management for History Professional development program in Indianapolis, April 20-22.
 - Lena Cool will attend the American Alliance for Health, PE and Recreation annual convention in Indianapolis, March 16-17.
 - Dawn Pantaleo and Val Cesario will attend the 15th Annual AITP National conference in St. Louis, Missouri, March 24-28. The list of students attending has yet to be finalized.
 - Cynthia Schauer will accompany four PTK students to the international conference in Orlando, Florida, April 8-11.
 - Denise Miller will attend the conference on Understanding and Analyzing Systemic Racism scheduled in Kalamazoo, February 18-20. She is replacing Nicole Newman at conference.
 - Dan Benard will attend the EMS Instructor Society Conference in Traverse City, March 5-7.
 - Steve Louisell will attend the “Open Minds: The Future of Teaching Psychology” workshop in San Francisco, February 25-26 – no cost to the college.
 - Louise Anderson will attend Michigan Risk Management and Business Officers meeting in Lansing, March 3-5.
 - Sandy Bohnet and Marilyn Schlack will attend the MCCA President’s meeting in Lansing on Thursday, Feb. 18.
- **Grants**
 - Kathy Johnson is attending a meeting in Lansing today to discuss coordination of grant opportunities with another college.

Next Meeting – The next meeting is scheduled for Tuesday, Feb. 23, 2010.