

CABINET MINUTES

Kalamazoo Valley Community College Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of April 20, 2010 Cabinet Meeting
Date: April 22, 2010

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

TBO Discussion

- a. Personnel Items:
 - o Reported on the following employee departures/retirements: Cindy Hiscock has terminated her employment, Pat Norris has retired effective March 23, Leslie Shotwell's last day of employment is April 30, and Jan White and Don Morris are retiring effective July 31. Confirmed that the two custodial vacancies need to be refilled.
 - o Reported that the State legislature and Governor are still looking at changes to state and school employee retirement plans.
- b. Reality Checks – shared the following challenges:
 - o Briefly discussed the "reality check" regarding preparing and posting committee minutes – this will be on the Cabinet's agenda at an upcoming planning meeting.
 - o Reported that the two "reality checks" mentioned last week regarding scholarships and forced password changes during peak registration times have been addressed.
 - o A new reality check was mentioned regarding some part-time faculty not getting their I.D. cards activated. This will be addressed.
- c. Kudos! were given to the following:
 - o Bonita Bates, Ezra Bell and Robyn Robinson for the great job they did in organizing the annual Focus Awards Luncheon.
- d. Engaging Our Strengths
 - o Talked about "Communications" and ways to improve how we communicate with others. It was suggested the Cabinet query the college community about topics they want to hear at college-wide meetings.
- e. Book Discussion
 - o Mike Collins summarized Chapter 7 of the book "Outliers." Jim DeHaven is scheduled to present chapter 8 next week.

Approval of Minutes

The Cabinet approved the minutes of the April 13, 2010 meeting as corrected.

Other

- o Heard a brief update on the construction project, noting that the counseling offices will be moved temporarily to the Commons and that asbestos abatement in the 8500 hallway will begin soon.
- o Discussed possibilities for students in need of graduation gowns – there are some options.

- Talked about the summer enrollment surge – most of the general education courses are already filled and 14 more sections have been added.
- Ken Colby and Kathy Johnson will begin attending the monthly emergency management meetings – they hope to learn about grant opportunities.
- Heard a brief overview of the April 28 Wind Academy graduation ceremony.

Student I.D. Cards

Discussed student I.D. cards; they are required to access various college services, including the library and fitness Center but the student handbook does not state that students are required to possess their student I.D. card while on campus. It was agreed that the handbook will be updated to reflect this requirement.

It was also mentioned that other sections in the student handbook are currently being reviewed. All of the proposed revisions to the handbook will come back to the Cabinet for review and approval at a later date.

Schedule Date for Incident Command Training

Agreed that Tuesday, May 4 and Tuesday May 25 are possible dates for the rescheduled “Incident Command” training for the Cabinet and all administrators. The final date will be determined based upon the availability of the trainer.

Travel – the following items were reported for the record:

- Lynn Berkey, Ken Colby and Rick Ives are attending a meeting at MCOLES in Lansing today.
- Kandiah Balachandran and Lisa Winch will attend the Michigan Math Association meeting at Eastern Michigan University, May 7-8.
- Lois Brinson will attend the Mi-ACE meeting in Troy, Michigan, June 3-4.
- Greg Meeuwssen and the wind academy students will attend the 2010 Michigan Wind Energy conference in Detroit on April 21.

Grants

- No grant items reported.

Next Meeting – The next meeting is scheduled for **April 27, 2010 at 8:00 a.m.**