

CABINET MINUTES 5-11-10

Present: Marilyn Schlack, Louise Anderson, Jim DeHaven, Terry Hutchins, Mike Collins, Ken Colby, Bruce Kocher, Dennis Bertch, Sandy Bohnet

Personnel Items: Sarah Hall replacing Diane Kurtz in Admissions, Records and Registration.

Other:

Terry shared that our current IT recycler will extend recycling to employees and students. Although most items will be recycled at no cost to employees/students, there would be a charge of \$5 for CRT (cathode ray tubes) and \$10 for televisions. More information will follow.

Redesign of KVCC IDs was discussed. Currently employees are discretely designated to identify them to security/public safety/facilities personnel. Terry/Ken/Mike/Jim will be discussing needs related to IDs and how to distinguish the different segments (employees, incubators, etc.) on our campuses.

Notaries on campus were discussed. With the retirement of two notaries there are often no notaries on campus to address student/staff needs. Additional notaries will be identified for both campuses.

Travel:

Mark Sloan will attend Johnson Control Training on P2000 (new lock system) June 7-12, in Dallas, Texas.

Aaron Snead, Jim Lightcap, David Lynch and Josh Essar will travel to Grand Rapids, Michigan, May 21 for a Cisco demonstration lab.

Larry Belen and Meily Lightcap will be going to East Lansing, Michigan (MSU Police Department) June 10 to attend the 2011 Competitive Grant Application Workshop.

Other items listed but not required to come before cabinet were:

Jeff Roseboom to attend MiOSHA training in Kentwood on May 11.

Annette Hoppenworth to attend Lincoln Center Institute-Advanced Level Workshop June 28-29 at the Epic Center in Kalamazoo.

The next scheduled cabinet meeting will be May 25 at 8:00 a.m.