

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

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

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

Members Absent: Anderson and Johnson

TBO Discussion

- a. Reported on the following *Personnel* items:
 - o Several employees are back from medical leave and the selection process for several open positions is continuing to move forward..
 - o Majida Beattie began as the new public safety officer on July 19.
 - o Matt Dennis has submitted his resignation, effective Aug. 19.
 - o Steve Peet has accepted the utility maintenance position at the Arcadia Common Campus, effective September 1.
- b. Reality Checks –
 - o Shared questions about the new pilot program for employee evaluations.
 - o Reminded the Cabinet that travel items need to be shared with the Cabinet for information purposes during Cabinet meetings and not via e-mail.
- c. Kudos! were given to –
 - o The financial services, human resources, and I.T. staff, with special thanks to Carol Mallinson, for their extra efforts to make the successful transition to the twice-monthly payroll process at the start of the fiscal year.
- d. Strengths Discussion
 - o Mentioned how we are more aware of the individual strengths of employees and what motivates them in terms of job assignments and recognition.
- e. Book Discussion
 - o No decision has been made yet on which book to read next.

Approval of Minutes

The Cabinet approved the minutes of the July 6, 2010 meeting as presented.

Other

- o KVCC's electronic recycling day is scheduled for Friday, July 23.
- o The external auditors arrived this week to begin work on the College's annual audit.

Review of Summer Class Schedule Changes

It was MOVED, SECONDED and CARRIED to implement a 15-week semester schedule effective with the start of the summer 2011 semester.

Bullies on Campus

Continued the discussion about dealing with bullying and/or disruptive people on campus. Ken Colby will follow up and bring back a recommendation for possible training programs or workshops.

Wind Center Update

An update on the wind center will be shared with the Board at the planning meeting.

Review of Board Planning Meeting Agenda

A draft of the agenda for the July 23 Board planning meeting was distributed and reviewed.

Travel

- No travel information items shared.

Grants

- It was reported that several grant requests have been submitted for the Arcadia Commons West initiative on behalf of the ACW and not on behalf of KVCC; there is a separate 501(c)(3) organization for the Arcadia Commons West project of which KVCC is a partner.

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