

**CABINET
MINUTES**

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of August 17, 2010 Cabinet Meeting
Date: August 30, 2010

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

Member(s) Absent: Cannell and Niewoonder

TBO Discussion

- a. Personnel Items:
 - Linda Depta will fill the Director of Marketing position effective Sept 13.
 - Ben Ulman is the new intern for Public Safety effective July 26.
 - Isabela Robinson and Sheila Rupert, both P/T Success Advocates, have resigned.
 - Bob Wright will be P/T in the Audio Visual Department starting Sept 7.
 - David Jones & Michelle Adams are new hires in the WEB Focus area.
 - Bill McElhone will fill the Director of Museum position effective Sept 7.
 - Julie Rickey will be the Administrative Secretary in Financial Services starting August 25.
 - Zachary DeBruyn is filling a P/T Grounds position effective August 16.
 - Carey Jeschke will be a new Student Services Generalist effective August 16.
- b. Kudos!
 - To all the Facilities & Custodial personnel who moved faculty and staff into their new offices and to Jim Taylor for his help in organizing the move.
- c. Engaging Our Strengths
 - Almost every Manager has signed up for the Great Manager Program training in October.
- d. Book Discussion
 - A new book was discussed for the fall.

Approval of Minutes

The Cabinet approved the minutes of the July 27, 2010 meeting as presented.

Other

- Administrative Computing has moved to the Redwood Building.
- New parking permits will be distributed soon.
- Discussed parking and traffic for the fall semester for both the TTC and ACC campuses as well as changes to employee parking. More information will be shared next week.
- Discussed and agreed that when a student is included in KVCC advertising, that the student's name (or first name and initial) and city of residence be included in the ad.
- Kathy Johnson will share a few discussion items at Cabinet each week from the conference she recently attended.
- Reported that a permit for people soliciting on campus has been developed.
- WKZO Radio and the KVCC Foundation are partnering for Cougar Days to raise funds for the Foundation.
- Reported that the new classrooms are ready for computer equipment.

- Updates on instructional software, the Novell Groupwise upgrade, and Nelnet credit card payments were shared.
- Reported that photo I.D.'s have been issued to employees of companies using MTEC offices.
- Mentioned the challenges we have when applying for grant money for non-credit programs.
- KVCC will be one of the sponsors in the 1st Kalamazoo Marathon to be held in May 2011.

Scorecard

A draft scorecard form will be shared at the next Cabinet meeting.

Update on Disposal of Equipment/Clean Up of Storage Areas

Cabinet members were reminded to check their storage areas for clean-up and disposal of equipment and files/documents. Another electronic disposal day will be announced.

Review of Summer Schedule for 2011 – for discussion on August 24.

Travel – the following items were reported for the record:

- Mary Lawrence, Tom Lentenbrink and Mike Hall attended the Michigan Community College Annual Data Workshop on August 12, 2010 in Lansing.
- Natalie Patchell and 4 PTK students will attend the PTK Leadership Training session on August 20-21, 2010 at Glen Oaks Community College.
- Kathy Johnson and Ken Colby will attend the Michigan State Police, Michigan College and Univ. Focus Group on August 25, 2010 in Lansing.
- Gloria Larrieu and Kristin Dekam will attend a Writing Workshop on August 28, 2010 in Fennville.
- Tom Dietz and Elspeth Inglis will visit Mackinac and St. Ignace on August 18-19, 2010 with the Teaching American History Institute.
- Eric Schreur and Kelley Dickenson will attend a course on cosmology for planetarium and museum educators at the Univ. of Chicago on Sept 24-26, 2010.
- Greg Meeuwssen, Tom Sutton, and Cindy Buckley will attend the BZEE Bi Annual Meeting in Husum, Germany from Sept 18-24, 2010.
- The Cabinet discussed and agreed to upgrade to Business Class when single segment flights are 6 hours or more and the flights are out of the country.

Grants

- None

Next Meeting – The next regular meeting is scheduled for **August 24, 2010 at 8:00 a.m.**