

## CABINET MINUTES

## Kalamazoo Valley Community College Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of August 24, 2010 Cabinet Meeting  
**Date:** August 25, 2010

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

**Members Absent:** Anderson and Collins

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### TBO Discussion

- a. Reported on the following *Personnel* items:
  - o Tom Howes, the new exhibits technician at the museum, began on August 23.
- b. Reality Checks:
  - o Mentioned a challenge with the conversion of the home drive regarding student and employee e-mail addresses.
- c. Kudos! were given to –
  - o The folks in I.T. who helped fix the challenges with the home drive conversion and for their extra help to fix the computer issues at the NACD.
- d. Strengths Discussion
  - o Talked about how many employees are starting to embrace strengths and how various strengths interact with others.
- e. Book Discussion
  - o Agreed to read the book “The Unthinkable. “

### Approval of Minutes

The Cabinet approved the minutes of the August 17, 2010 meeting as corrected.

### Other

- o The annual audit has begun.
- o All full- and part-time faculty members who teach developmental courses have been invited to attend developmental education training sessions being coordinated by the Faculty Success Center.
- o Repairs to the wind turbine are scheduled for Wednesday, August 25 – parking in that area will be restricted while the repairs are being made.
- o The Cabinet members were asked to provide feedback to Terry on the prioritization of web payment projects.
- o All Cabinet members were asked to tag items in storage that need to be kept – everything else in storage, and not tagged, will be disposed of on September 15. Ken will develop a sticker to affix to boxes and equipment designating which items must be saved.
- o Another electronic recycling day will be scheduled.

### Best Practices Discussion

Kathy shared a summary of a data scorecard for another community college which has identified key performance indicators for internal and external access. It was agreed that this provided a good model for KVCC to follow using our own data not only to monitor trends but to set goals. The Cabinet agreed that we will move forward on this with Kathy and Steve taking the lead.

**Moving “Employee Parking Only” Section**

A brief overview of the changes to the employee designated parking spaces was shared. Ken reported that all changes will be in place in time for the start of the fall semester and he will draft a communication that will be shared with the college community regarding the changes. In addition, new parking permits will be issued.

**Review of Summer Schedule for 2011**

After a brief discussion, it was moved, seconded and carried to adopt the new 15-week summer schedule effective for summer 2011.

**Travel**

- Joe Smigiel, will attend the Midwest Society for Photographic Education conference at WMU, Sept. 30 and October 1.

**Grants**

- Reported that we did not receive a grant for the ExpressWays program from the W.K. Kellogg Foundation.
- Kathy mentioned a new federal grant opportunity focusing on training for the unemployed which requires partnering with other community colleges in the state. She will share more information as it becomes available.
- Reported that a small grant was received from the Fetzer Institute for the college’s learning center at the NACD.

**Next Meetings** – The next meeting is scheduled for Tuesday, August 31 and will begin at 7:30 a.m., prior to the start of faculty seminar days. Also, it was agreed that a short Cabinet meeting will be held on the first day of the fall semester, the 7<sup>th</sup> of September, at 7:30 a.m.