

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of Sept. 28, 2010 Cabinet Meeting
Date: Sept. 28, 2010

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

Members Absent: Colby

TBO Discussion

- a. Reported on the following *Personnel* items:
 - o Steve Cook and Scott Perlitch began on Monday as the new web developers.
- b. Reality Checks:
 - o Reported that progress is being made on the reality check items previously noted at Cabinet; no new items reported.
- c. Kudos! were given to:
 - o Jim DeHaven for his well-written section in the new book "Green Careers in Energy."
 - o Linda Depta for the service and response time in the marketing department.
- d. Book discussion:
 - o Steve led the discussion of chapter two for "*The Unthinkable.*" Terry was asked to present chapter three at next week's meeting.

Approval of Minutes

The Cabinet approved the minutes of the Sept. 21, 2010 meeting as distributed.

Other

- o A draft of the changes to the Higher Learning Commission's accreditation criteria was distributed.
- o Heard a brief update on the crossover of Banner to the EMC drives.
- o Reminded everyone that the flu-shot clinic is scheduled for Sept. 29 from 8:30 a.m. to 12:30 p.m.
- o A walk-through of all storage areas will be conducted within the next couple of weeks.
- o Noted that the Cabinet will be meeting with representatives from the Kalamazoo Promise following next Tuesday's Cabinet meeting.

Review of Academic Calendar for FY 2012

- o It was MOVED, SECONDED and CARRIED to approve the academic calendar for FY 2012 as presented.

Meeting with Administrators

- Briefly reviewed the draft of ideas/goals as shared by the administrators at the June 2010 planning meeting. It was agreed that a follow-up meeting with administrators will be held on October 15 from 10 a.m. to 12 noon with progress reports and updates to be shared at that meeting.

College-Wide Meetings

- Agreed that the proposed topics for this Friday's college-wide meetings will be 1) an update on the construction project, 2) an overview of new energy conservation initiative, and 3) an update on our public safety department.

Internal Checklist/Key Performance Indicators

- This will be back on the agenda next week and an update will also be shared with all administrators on October 15.

Travel – the following travel items were reported:

- Marion Peck and Marge Snyder will attend the *Eaglesoft Version 16 Release Preview* in Kalamazoo on November 18.
- Ken Bouma, Gerri Jacobs, Heidi Stevens-Ratti, Chris Stroven, and LaSonda Wells will attend a counselors meeting at Grand Valley State University, October 5.
- Larissa Hunt will attend the MACRAO conference in Bellaire, Michigan October 9-11.
- Natalie Patchell and five PTK students will attend the Michigan Regional Mini-Honors conference at Washtenaw Community College, November 12-14.
- Kandiah Balachandran, Dan Cunningham, Sheila Eisenhauer, Tim Kane, Darlene Kohrman, Nicole McClure, Susan Puckett, Jon Stasiuk, J.P. Talwar, Nancy Vendeville and Lisa Winch will attend the annual conference on "Update Your Math Instructor Operating System" and the Michigan MATYC business meeting October 15-16 in Muskegon.
- Jim Taylor will attend the AARC annual conference in Las Vegas, December 3-9 – his expenses will be paid by AARC.

Grants

- Reported that discussions are ongoing regarding a state-wide consortium that is considering applying for a federally-funded career training grant.

Next Meeting – The next meeting is scheduled for ***Tuesday, October 5*** and will begin at ***8 a.m.***