

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of November 30, 2010 Cabinet Meeting
Date: November 30, 2010

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

Members Absent: Horton

TBO Discussion

- a. Reported on the following *Personnel* items:
 - Sue Hills is new the office manager for the office support/faculty reception area.
- b. Reality Checks:
 - Mentioned the miscommunication regarding the purchasing of items for the employee recognition program. Sandy reported she would follow up on this.
- c. Kudos! were given to:
 - No Kudos! were mentioned.
- d. Strengths Discussion:
 - Discussion on the Q-12's postponed until January.
- e. Book discussion:
 - Patricia led the discussion for the concluding chapter of the book "*The Unthinkable*."

Approval of Minutes

The Cabinet approved the minutes of the November 16, 2010 meeting as presented.

Other

- Reminded the Cabinet that the grand re-opening of the KVM History Gallery is scheduled for Thursday, December 2.
- The signature authority list was distributed – Cabinet members were asked to review the list for accuracy and make recommendations for changes – the final list will be reviewed at next week's meeting.
- The Financial Services offices will be closed on December 9 for its annual unit meeting.
- Authorized Terry Hutchins' request for a web programmer internship position for winter 2011.
- Kathy Johnson gave thanks to Steve Cannell, Michael McCall and others who helped provide data to update the KVCC fast facts sheet.
- Mentioned that a representative from Sen. Stabenow's office will be on campus on December 8 to discuss grant and partnership opportunities.

- Reported that the Library will have a partial disruption of service on December 19 and 20 to update the servers.
- Agreed to convert the large office located in the southwest corner of the Commons into student meeting space.
- A draft of the guidelines for the new lecture hall in the Student Services Wing was distributed – the guidelines will be considered for approval at next week's Cabinet meeting.
- Reported that Karen Visser will be convening an advisory group to help with the development of the College's alumni program.

Review of 2010 Audit Report

Louise distributed and reviewed the College's audit for fiscal year ending June 30, 2010. She will share information at a later date regarding an annual report that is part of another community college's audit which is something we may want to consider including in our audit.

Continuing Discussion Regarding Key Performance Goals

The draft *Planning for Success* plan was reviewed and discussed in more detail. Cabinet members were asked to provide Patricia with updated information by Friday, December 3, in preparation for the final document being presented to the Board in December.

Continuing Discussion Regarding Senior Tuition Waiver

It was agreed to put on hold the recommended changes to Board Policy 307 regarding the senior tuition waiver and to reconsider possible changes in spring 2011 when new tuition rates and fees are regularly discussed and considered by the Board.

Travel – the following travel items were reported:

- Carol Heeter, Terry Hutchins, and Mary Lawrence will attend a WebFOCUS meeting at Davenport University in Grand Rapids on December 15.
- Lois Baldwin will attend the MOSPA conference in Bay Harbor, May 4-6, 2011.
- Attendance at the 2011 SunGard/Banner conference will be discussed at next week's meeting.

Grants

- Reported that the *Southwest Michigan College Consortium* is exploring a grant opportunity to help fund a program for student success/employability skills to be held at KVCC in March 2011.

Next Meeting – The next meeting is scheduled for ***Tuesday, December 7*** and will begin at ***8 a.m.***