

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of December 7, 2010 Cabinet Meeting
Date: December 7, 2010

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

TBO Discussion

- a. Reported on the following **Personnel** items:
 - o Dawn Kim, the new public information specialist, is scheduled to begin on January 10.
 - o Brad Spence, a new custodian, is scheduled to begin December 8.
- b. Reality Checks:
 - o No reality checks mentioned.
- c. Kudos!
 - o It was reported that a former student shared his thanks to everyone at KVCC with special thanks to Pam Siegfried, Eric Martin, and Larry Taylor for their help with his success.
- d. Strengths Discussion:
 - o Marilyn will be talking with Kyle Robinson to discuss next steps with the “great managers” program and impact planning.

Approval of Minutes

The Cabinet approved the minutes of the November 30, 2010 meeting as presented.

Other

- o The draft holiday schedules for 2012 and 2013 were distributed and will be considered for approval after the first of the year.
- o Reported that several of the “lunch and learn” sessions on the talent themes are available on video tape and can be accessed in the library.
- o It was MOVED, SECONDED and CARRIED that effective December 13, 2010 all new hires in grades one through four will be subject to a six-month probationary period instead of a 60-day period.
- o Information on the workshop “Law Enforcement & Mental Health Services” was distributed – the training is designed to help employees learn to deal effectively with people who have mental disorders.
- o Mentioned minor changes in the administrative and staff parking areas.
- o Discussed the possibility of conducting employee background checks. This will be back on the agenda for consideration after more information is gathered.
- o Mentioned the possibility of inviting our areas legislators to campus early in 2011.
- o Reported on upgrades to the College’s web site.

Continuing Discussion Regarding Key Performance Goals

Continued to review and make changes to the “planning for success” document. The changes will be incorporated in preparation for the December Board meeting.

Review of Guidelines for Lecture Hall

It was MOVED, SECONDED and CARRIED to approve the guidelines for the use of the new lecture hall located in the new student success services wing.

Review Updated Signature Authority List

Discussion was postponed until next week.

Date for Q-12 Impact Planning Meeting

Agreed to meet on January 18, 2011 at 8 a.m. for the Q-12 discussion.

Travel – the following travel items were reported:

- Majida Beattie will attend a *Public Agency Training* seminar in Burton, Michigan, Jan. 3-4, 2011.
- Steve Doherty will attend a *Facebook for Business* workshop on Dec. 8 at the Groves Campus.
- Re-confirmed that the following six people will be attending a WebFOCUS meeting at Davenport University on Dec. 15 – Michelle Adams, Gwen Conarton, Carol Heeter, Terry Hutchins, David Jones and Mary Lawrence – and that a college van has been reserved.
- Mike Olvitt and Kathy Johnson will be attending a meeting in Lansing on Friday, Dec. 10 regarding our wind program.
- Mike Collins and Marilyn Schlack will be going to Lansing next week to meet with members of the new Governor’s transition team.
- Agreed that the following six individuals could attend the SunGard/Banner Summit scheduled for March 20-23 in New Orleans – Paul Chiu, Lori Evans, Carol Heeter, Mary Lawrence, Jolene Osei, and Brenda Vander Roest.

Grants

- Reported that the grant to the Monroe-Brown Foundation will be submitted this week.

Next Meeting – The next meeting is scheduled for ***Tuesday, December 14*** and will begin at ***8 a.m.***