

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of December 14, 2010 Cabinet Meeting
Date: December 14, 2010

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

Members Absent: Bertch, Bohnet and Colby

TBO Discussion

- a. Reported on the following **Personnel** items:
 - There is a vacant custodial position.
- b. Reality Checks:
 - No new items reported.
- c. Kudos!
 - Good media coverage on the Wind Turbine Technician Academy program.
 - The facilities and grounds' crews for clearing the snow from the parking lots.
 - Carolyn Alford and Mary Lawrence for coming in on the snow day to finalize payroll.
- d. Strengths Discussion:
 - The follow-up session for the Great Managers Workshop is scheduled for Feb. 1.

Approval of Minutes

The Cabinet approved the minutes of the December 7, 2010 meeting as presented.

Other

- Reminded everyone that graduation is scheduled for Sunday, Dec. 19 at 4 p.m.
- Mentioned the need to ensure adequate office coverage.
- The *Planning for Success* document was reviewed in preparation for tonight's Board meeting.

Review Updated Signature Authority List

Louise reported that all of the signature authority changes will be incorporated and the final list will be accessible on the G-drive.

Travel – the following travel items were reported:

- Cindy Buckley and Tom Sutton will attend the American Wind Energy Association annual conference in San Diego, January 12-13, 2011.
- Bob Bechtel and Meily Lightcap will attend the SunGard/Banner Summit March 20-23, 2011 in New Orleans.

Grants

- No new grant items reported.

Next Meeting – The next meeting is scheduled for ***Tuesday, January 4*** and will begin at ***8 a.m.***