

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of January 4, 2011 Cabinet Meeting
Date: January 4, 2011

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

Members Absent: Bertch and Schlack

TBO Discussion

- a. Reported on the following *Personnel* items:
 - o David Potts is a new custodian and Lateshia Agnew is a new success advocate.
- b. Reality Checks:
 - o Reported that the challenge with the processing of leave time on the Banner payroll system is being addressed.
- c. Kudos!
 - o No new items shared.
- d. Strengths Discussion:
 - o Book Discussion – Terry Hutchins volunteered to present chapter one at the January 25 Cabinet meeting.

Approval of Minutes

The Cabinet approved the minutes of the December 14, 2010 meeting as presented.

Other

- o Mike reported that he will be providing snacks at today's impact planning meeting with his staff.
- o Heard a brief update on the challenge with the installation of the wind tower and reported that the ribbon-cutting ceremony for the climbing tower is scheduled for Tuesday, January 18 at 12:30 p.m. Sen. Stabenow is scheduled to be in attendance along with other local and state legislators.
- o Louise reported that capital outlay forms for FY 2012 are available on the G-Drive.
- o Facilities services moved into their new area yesterday.
- o Employee handbooks, which are located online, have been updated and reorganized.

Review Internships for Winter 2011

The Cabinet reviewed the budget for the internship program and discussed needs for interns in various departments. It was **MOVED**, **SECONDED** and **CARRIED** to support funding for another intern in the marketing area for the winter semester.

Travel – the following travel items were reported:

- Tangy Smith will attend the ERAC/CE workshop at Douglas Community Association, February 24-26.
- Ken Barr attended the MCPA annual conference in Grand Rapids, October 17-18, 2010.
- Terry Hutchins, Judd Mattimore, and Tony Zacker will attend a training program at the Creston Technical Institute in Grand Rapids on January 13.
- Mike Collins and Kathy Johnson will attend the ACCT Legislative Summit in Washington, DC. February 13-16.

Grants

- Reported that two grants have been awarded to KVCC – one from the Monroe-Brown Foundation and one from Pfizer.
- Authorized the submission of grant requests to the Gilmore and Burdick-Thorne foundations for the Artists' Forum for FY 2012.

Next Meeting – The next meeting is scheduled for ***Tuesday, January 11*** and will begin at ***8 a.m.***