

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of January 18, 2011 Cabinet Meeting
Date: January 18, 2011

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

Members Absent: DeHaven

TBO Discussion

- a. Reported on the following *Personnel* items:
 - No new items reported.
- b. Reality Checks:
 - No new items reported.
- c. Kudos! were given to –
 - Mike McCall on his efficiency and timeliness in working with a grade change for a student.
- d. Strengths Discussion:
 - Reminded everyone that the Cabinet's impact planning meeting is scheduled for Friday, January 21.

Approval of Minutes

The Cabinet approved the minutes of the January 11, 2011 meeting as amended.

Other

- Clarified Cabinet minutes from an earlier meeting – the revisions to the employee handbook are still being worked on and the updated handbook will be available on line after they are finalized. A summary of the changes will shared with the college community.
- Phil Wilson has been hired as the women's volleyball coach.
- The softball, baseball and golf teams will be traveling to tournaments during spring break.
- Mentioned the need to continue to monitor enrollment.

Impact Planning

The impact planning meeting is scheduled for Friday, Jan. 21, 2011.

Review and Acceptance of Pre-Requisite Recommendations

Kudos were given to Dennis, Bruce and the academic services team in the development of the procedures for pre-requisites. It was MOVED, SECONDED and CARRIED to approve the recommendations as presented.

Travel – the following travel items were reported:

- Laurie Dykstra, Diana Haggerty and Catie West will attend the ERAC/CE workshop, Feb. 24-26, 2011, in Kalamazoo.
- Jim Taylor will attend the State Career and Technical Education Conference in Grand Rapids, Jan. 30 to Feb. 1, 2011.

Grants

- Authorized the submission of a CAP grant through Perkins in the amount of \$27,590 to help support the College's occupational programs.

Next Meeting – The next meeting is scheduled for *Tuesday, January 25* and will begin at *8 a.m.*