

**CABINET
MINUTES****Kalamazoo Valley Community College
Office of President**

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of August 9, 2011 Cabinet Meeting
Date: August 10, 2011

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

Members Absent: Bertch, Niewoonder and Schlack

TBO Discussion

- Personnel Items – Rose Crawford transferred to the Student Services Generalist position and Sarah Hubbell transferred to the Administrative Assistant in Admissions, Records and Registration.
- Reality Check – It was noted that there were some computer issues during registration both with the KVCC computers and home computers.
- Kudos were given to everyone who assisted with the “Calling Campaign.”

Approval of Minutes

The Cabinet approved the minutes of the August 2, 2011 meeting as presented.

Other

- Ad Astra upgrade this week.
- Book rental project in the Bookstore is in process for fall.
- Classroom computers are being installed.
- GroupWise upgrade is reported as easy to use and download on your personal electronic devices.
- HP/Server upgrade is a few weeks behind.
- Dental Hygiene project is waiting on the State approval for Perkins funds before proceeding on refurbishing technology in the lab.
- Reported that a “Strength’s Conference” is being held August 9 & 10 at MTEC and attendance is sold out.

Festivals and Special Events

Information and additional oversight for festivals and special events will be brought to Cabinet in order to provide consistency in the approval process.

Travel

- Kathy Johnson, Diane Vandenberg and Bonita Bates will attend the Kalamazoo Foundation community meeting on August 23 at the Radisson in Kalamazoo, MI.
- Jan Alm and 9 library staff members will attend the Michigan Library Assoc Annual conference in Kalamazoo, MI on October 26-28.
- Ross Bryant will attend the ERAC/CE Workshop in Kalamazoo, MI on October 27-29.

Grants

Reported that we are applying for a grant from the State of Michigan, Hazard Mitigation Program for equipment to improve preparedness for emergencies. This equipment includes radios, manuals, and (3) ICS cases which contains a lap top computer, satellite phone and maps to effectively run a Incident Command System on any college campus.

Next Meeting – The next regular meeting is scheduled for **August 16, 2011 at 8:00 a.m.**