

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of August 16, 2011 Cabinet Meeting
Date: August 16, 2011

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

Absent: Schlack

TBO Discussion

- Personnel Items –
 - Susan Reynolds has accepted the office specialist position in admissions, records and registration. She began August 15. Her position at the student service center is posted for internal candidates.
 - Three new faculty adjuncts have been hired for the fall semester – John Stahl in physics, Ron Hofman in automotive, and Laura Willbur in foreign languages.
 - Bob Bechtel has accepted the IT specialist position working on the student services innovative thinking grant project – date TBA.
- Reality Check – Reported on a couple of server problems that were encountered during registration yesterday.
- Kudos! were given to the following:
 - The Recognition Committee for their development of recognition week and the special employee recognition day.
 - Judy Hayes, Candy Horton, Mary Lawrence, Julie Rickey, Sue Visser and Judy Wilmarth for training hourly workers on the web-time entry payroll process.
 - Ron Whitmire for his help at the M-TEC following a recent power outage.
 - Aaron Snead for his work to fix a computer to allow someone to work from home.
 - Ken Barr, Jr., for his work on the Gallup Strengths Conference.

Approval of Minutes

The Cabinet approved the minutes of the August 9, 2011 meeting as corrected.

Other

- The Cabinet members were asked to remind all exempt employees to submit their leave report every month even if they have not taken any leave.
- Power may need to be shut down at the Texas Township Campus later this week to install a back up electrical generator. Terry Hutchins will be sending a notice to the college community regarding the power outage.

- Office copiers throughout the College will be replaced within the next week or so.
- Several emergency preparedness training sessions will be held within the next couple of weeks and all Cabinet members as well as area leaders should participate in level one and level two training. Additional training for level three and four training will be held in mid-October. Information regarding the training will be forthcoming.
- AED/CPR refresher training was conducted last week for emergency personnel and they were trained on a new procedure which is being piloted in Kalamazoo County.
- Reported that Natalie Patchell has resigned as faculty advisor to PTK – a replacement advisor is being sought.
- A summary of the academic program reviews for FY 2009-2010 was sent the Cabinet. Any questions should be directed to Dennis Bertch.
- The staff development team from H.R. is moving into their new offices today.
- Briefly discussed the status of the Redwood Building and the possibility of an expenditure change to the capital budget – discussion regarding the facility will continue at a later date when more information is known. The Cabinet members were reminded of expenditure limitations, per Board policy.
- Reported that a “lock down drill” will be held at the TTC sometime next week.

Travel – the following travel items were reported:

- Katie Herweg, Elspeth Inglis, Dillon Jepkema, Emmy Kimmer, and Karen Koonz will attend the MMA Visitor Experience Academy to be held at the Kalamazoo Valley Museum on September 15.
- Cindy Buckley will attend the Great Lakes Wind Collaborative meeting in Ypsilanti, Sept. 20.
- Majida Beattie, Ken Colby, Rick Ives and Jennifer Woodstock will attend CORE and TALON training in Lansing on September 20.
- Ken Colby will attend the emergency management summit in Traverse City, October 10-12.

Grants

- No new grants reported.

Next Meeting – The next meeting is scheduled for ***Tuesday, August 23 at 8 a.m.***