

# Kalamazoo VALLEY™

community college

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of December 13 Cabinet Meeting  
**Date:** December 13, 2011

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

**Members Absent:** Anderson

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## **TBO Discussion**

- Personnel Items
  - Lisa Breithaupt has announced her resignation effective Jan 2.
- Reality Check
  - No items reported.
- Kudos! were given to the following:
  - The members of the SSC for the success of last week's Karaoke event.
  - Brian Graening, Aaron Snead and Ron Whitmire for the tech support they provided the nursing program.
  - The maintenance and public safety staff for helping with an alarm at the MHTSC.
  - Everyone involved in the effort to increase winter enrollment, including the marketing department on the post cards and the volunteer callers.
- Strengths Discussion – Agreed that reports on our strengths efforts will be shared with the Cabinet early in January.

## **Approval of Minutes**

The Cabinet approved the minutes of the November 29, 2011 meeting as amended.

## **Other**

- Reported that a change of procedures and better monitoring of student attendance has substantially reduced our Title IV defaults.
- The outside entrance near the administrative parking area will be unlocked from 6:45 a.m. to 5 p.m. with card access all other times.
- The updated KVCC Facts at a Glance document was distributed. The updated information will be posted on our web.
- The Ad Astra upgrade is scheduled for the evening of Dec. 14.
- I.T. is holding its unit meeting on Friday, Dec. 16 and food will be provided.
- A technology survey will be conducted this week.

- In accordance with the e-mail sent by Terry on Dec. 5, prioritized registration will be done over a five-day period beginning with the summer 2012 registration.
- It was reported that the college will be purchasing several triple-x domain names to protect our image and brand.
- It was reported that, based on state and federal guidelines, the average number of credit hours required for associate degrees is 62 hours and 30 hours for certificates.
- The updated budget development form is located on the G-Drive. The form should be used to input requests for FY 2013 which are due to Louise by January 30.
- It was agreed that the Fitness Center on the Texas Township Campus can continue to open at 6 a.m.
- Reported that a new initiative to allow full- and part-time employees to earn “expert” status on various software programs such as Microsoft Word, PowerPoint, Access, etc. is being put into place. More details will be coming out of the staff development office.
- The Recognition Committee is sponsoring a recognition week in March 2012 and, in preparation, will be collecting recognition stories to be shared throughout the week.
- Announced that KVCC will be hosting the spring 2012 MCCA meeting, March 15 and 16 with the meeting being held at the M-TEC on Friday, the 16<sup>th</sup>. It was suggested that we may want to highlight our Gallup/Student Strengths efforts, the wind tech program, and possibly the High Throughput Screening Center.
- Reported that a small group of faculty and staff who have attended ERAC/CE workshops have proposed the establishment of an “anti-bias, anti-racist team” at KVCC. They will be developing a formal proposal for consideration. It will be discussed by the Cabinet in January.
- All of the vice presidents were asked to meet with the President following next week’s Cabinet meeting to discuss workloads.
- The power will be shut off at the Center for New Media next Saturday night because of construction adjacent to the building.

#### **Discussion on Emergency Messaging System**

The Cabinet discussed various options and reasons for changing/upgrading our messaging system, especially during emergency situations. Discussion will continue at the next meeting.

#### **Travel** – The following travel items were reported:

- Bob Bechtel, Paul Chiu, Lori Evans, Nate Hartmann, Carol Heeter, Mary Lawrence, Heather Philbert-Aponte, Mike Thompson and Brenda VanderRoest will attend the Banner Summit in Las Vegas, March 25-30.
- Dwight Coblenz and Gehry Gross will attend the Heating Air Conditioning Expo at McCormick Place in Chicago, Jan. 24.
- Sue Hollar will attend the T<sup>3</sup> International Conference in Chicago, March 2-4.
- Cindy Buckley and Tom Sutton will attend the AWEA conference in San Diego, Jan. 9-11.
- Terry Hutchins will attend the HP Conference on Higher Education in Orlando, Jan 25-27 – all costs to be paid by HP.

#### **Grants**

- No grant items reported.

**Next Meeting** – The next Cabinet meeting is ***Tuesday, December 20 and will begin at 8 a.m.***