

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of December 20, 2011 Cabinet Meeting
Date: December 20, 2011

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

Members Absent: Anderson, Cannell and Collins

TBO Discussion

- Personnel Items
 - David Begnoche has been hired as the new mechatronics instructional manager – he is scheduled to begin Jan. 17.
- Reality Check
 - Reported that Cable Access did not provide a live broadcast of the graduation ceremony as arranged but they will be showing a replay from our taping of the event.
 - There was an attempt to hack our spam filter which delayed our GWAVA messages – the issues have been resolved.
 - A glitch with the phone display is being corrected.
- Kudos! were given to the following:
 - To everyone involved in Sunday's graduation – the event was well done and well attended.

Approval of Minutes

The Cabinet approved the minutes of the December 13, 2011 meeting as corrected.

Other

- An agenda item for January will be on the upcoming MCCA meeting that KVCC is hosting.
- Agreed that Lisa Bowen-Breithaupt's vacant position can be filled.
- The HP cutover is scheduled for Dec. 27.
- 288 people have accepted the invitation to attend the January 6 Board Breakfast.
- The Cabinet members were asked to read the Dec./Jan. edition of the ***Community College Journal*** which is available online.

Changes to Our Emergency Messaging System

Discussed changes to the college's emergency messaging system for text messages and e-mail. It was agreed to implement an "opt-out" plan instead of the current "opt-in" system.

Revising the Dates for Registration for Winter 2013

Agreed to move back the start of registration to the 3rd week in October for winter 2013.

Review of Guidelines for Sending College-Wide Messages

Discussed the guidelines for sending out college-wide e-mails. This will be back on the agenda at the next meeting.

Office Coverage and Holidays

Discussed office coverage for Friday, December 22 and noted that all offices are open and covered. Agreed to close the College on Monday, January 2.

Travel – The following travel items were reported:

- Gloria Barton Beery, Dennis Bertch and Victoria Hileski will attend the NLNAC Self-Study Forum in Atlanta, Georgia – March 19-20.
- Joe Scott will attend the February 2-4 ERAC/CE workshop in Kalamazoo.

Grants

- No grant items reported.

Next Meeting – The next Cabinet meeting is ***Tuesday, January 3 and will begin at 8 a.m.***