

# Kalamazoo VALLEY™

community college

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of January 10, 2012 Cabinet Meeting  
**Date:** January 10, 2012

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

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**Kudos** – given to the following:

- Steve Cannell, Laura Cosby, Kathy Johnson, and Roger Miller for their efforts to compile information for the Title III grant application process.

**Approval of Minutes**

The Cabinet approved the minutes of the December 20, 2011 meeting as presented.

**Other**

- Cleary Act Training is scheduled for January 27 and attendance for CSA's who are required to receive training is being coordinated by Nancy Taylor.
- A copy of the College's letter to the State Treasurer for the 2013 FY budget development process was distributed.
- Extended the deadline date to February 27 for submission of capital outlay requests for FY 2013.
- Heard an update on progress with the establishment of the lineman training program.
- Reported that the transfer to the new Hewlett Packard system went well and the upgrade of the phone system at the TTC and ACC also went well.
- Results of the Technology and Computer Lab surveys were distributed and briefly reviewed.
- FEMA training is scheduled on Friday, Jan. 13 from 9-11 a.m. in the Library.
- Reported on the cancellation of a number of classes for the winter 2012 semester.
- An evaluation of the mailing of the winter class schedule and postcard is being conducted. Results will be used to determine future strategies.
- The Library's archives policy and draft forms were distributed.
- A meeting with representatives from Marwil and Unum is scheduled for next week to discuss the possibility of offering a long term care insurance program for employees. Additional information will be shared between now and the end of April.

**Internships for Remainder of Year**

Reviewed the internship budget and discussed internship allocations for the winter semester. It was MOVED, SECONDED and CARRIED to authorize five interns for the winter 2012 semester for the following areas: HVAC (1), network (1), promotion (2), and college-wide training (1) and that remaining funds will be allocated evenly by intern position.

**Review of Guidelines for Sending College-wide Messages**

It was agreed that only authorized individuals/offices should have the ability to send college-wide messages and the messages should follow the branding guidelines/format. Mike agreed to bring forward a recommendation after meeting with the Marketing Department.

**Training and Development Proposal**

Discussion postponed until next week.

**MCCA meeting**

Briefly discussed the upcoming MCCA workshop being hosted by KVCC on March 15-16, including what programs to highlight, attendance, etc. This will be back on the agenda next week.

**Travel** – the following travel items were reported:

- Ted Forester and Michael Burton will attend an Energy Education workshop in San Antonio, Texas, Feb. 26-29.
- Joseph Lee, Dawn Pantaleo and Mary Alice Reck will attend a Health Information Technology course at Western Michigan University on Fridays, January 13-May 4, 2012. Their attendance at the 15-week course is a result of our participation in Federal grant to learn how to provide HIT instruction.

**Grants**

- Authorized the submission of a grant application for Title III, Trio funding.

**Next Meeting** – The next meeting is scheduled for ***Tuesday, January 17 at 8 a.m.***