

# Kalamazoo VALLEY™

community college

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of January 17, 2012 Cabinet Meeting  
**Date:** January 17, 2012

**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
  - Agreed that the counselor position, which will become vacant effective Jan. 31, can be posted; the prioritization of other open positions will be discussed during for the FY 2013 budget process.
- Reality Check – no items reported.
- Kudos
  - To Sue Newington for the handling of a student financial aid issue and to the rest of the financial aid office during this especially busy time.
  - To the facilities crew for the snow removal from the parking lots this past weekend.
- Other TBO Items – No items discussed.

## **Approval of Minutes**

The Cabinet approved the minutes of the January 10, 2012 meeting as presented.

## **Other**

- IRS auditors are on campus this week.
- An article from the *LA Times* regarding prioritized registration was distributed.
- “Sailing Over Stress,” a workshop being presented by HelpNet, is scheduled on Jan. 26, 2-4 p.m. – information about the workshop is on the Staff Development web site.

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

Postponed until next week.

## **Training and Development Proposal**

Agreed to implement the F.O.C.U.S. Performance Management System, which has been piloted the past two years. Training of managers and supervisors in the system will begin soon with a goal to have the program implemented beginning July 1.

**MCCA Spring Workshop – March 15-16**

The Cabinet continued its discussion on possible topics to be shared at the MCCA workshop in March.

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

- Louise Anderson will attend the Risk Management/MCCBOA meeting in Lansing, Feb. 29-March 2.
- Muriel Hice and Mary Lawrence will attend the MCCBOA meeting in Lansing on March 1.
- T.J. Ide will attend the MiAPPA supervisory workshop in Kalamazoo, March 19-21.

**Grants**

- No grant items reported.

**Use of Commons' Study Rooms**

Shared some student concerns regarding use of the study rooms in the Commons and agreed that we need to install signs that identify these rooms for group study (2 or more students) only. Mike agreed to develop signs and an announcement will be posted on our website and/or on our Facebook pages to remind students of the purpose of the study rooms.

**Next Meeting** – The next meeting is scheduled for ***Tuesday, January 24 at 8 a.m.***