

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of January 31, 2012 Cabinet Meeting
Date: January 31, 2012

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

TBO Discussion

- **Personnel Items**
 - Naz Saebre will begin full time as a special services advocate on Feb. 1. She is replacing Maria Buccilli who has accepted a part-time counseling position.
 - The vacant full-time counseling and director of nursing positions have been posted.
- **Reality Check** –
 - Briefly mentioned an issue related to a sealed bid and procedures not being following – reminded everyone of the need to follow the procedures as detailed in the “Procurement and Cash Disbursement Manual” that is available online.
- **Kudos** were given to:
 - Mike Olvitt and his crew for the quick repairs to broken items in the women’s bathrooms.
 - The I.T. team for working hard to resolve the network issues this past weekend.
- **Other TBO Items** – No updates on progress.

Approval of Minutes

The Cabinet approved the minutes of the January 24, 2012 meeting.

Other

- In preparation for the March 12-16 Recognition Week, Tim Besteman will be videotaping administrators and supervisors. They will be asked to share success stories about their employees and the work of their staff.
- Upon the request of MCCA, KVCC along with three other community colleges shared their nursing graduation/state and national exam rates with the legislature.

Review of Guidelines for Sending College-wide Messages

Changes to the guidelines were discussed and it was agreed to add the offices of public safety and human resources to the list of eligible senders with other college-wide emails to be approved by the appropriate administrator. The draft guidelines will come back to the Cabinet next week for final review.

Travel – the following travel items were reported:

- Sue Hollar and Darlene Kohrman will attend the “Mathematics in Action” conference at GVSU on February 25 and traveling with Dan Cunningham.
- Majida Beattie, Ken Colby and Rick Ives will attend the Michigan Chiefs Convention in Grand Rapids on February 8.

Grants

- No update.

Next Meeting – The next meeting is scheduled for ***Tuesday, February 7 at 8 a.m.***