

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of February 7, 2012 Cabinet Meeting
Date: February 7, 2012

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

TBO Discussion

- **Personnel Items**
 - Agreed that the vacant full-time success advocate position can be posted and filled.
 - Robyn Robinson has announced her resignation, effective Feb. 29. It was agreed her position can be posted and filled.
- **Reality Check** –
 - No items reported.
- **Kudos** were given to:
 - Tony Ide and his crew, Tim Welsh and his crew, and Mark Sloan for their work in the Human Resource Office in preparation for the installation of the new carpeting.
 - Laura Cosby and her staff for their work at the start of the winter semester – 962 students “dropped in” for counseling between Jan. 3 and Jan. 12.
- **Other TBO Items** – No updates on progress.

Approval of Minutes

The minutes of the January 31, 2012 Cabinet meeting were approved as corrected.

Other

- The Clery Act Training session has been rescheduled for Feb. 24.
- It was reported that nationally, 25% of students who took the ACT tested as college ready; in comparison, just 13.8% of KVCC’s students tested as college ready.
- Raised a question about early registration for apprentices. More information will be brought forward next week.
- The Student Success Team will be holding special outreach efforts during the month of February and using the southwest corner office in the Commons area.
- Information on H.B. 5321 regarding a proposed retirement program will be shared with the college community.
- Briefly discussed the upcoming MCCA workshop being hosted by KVCC in March.

Final Review of Guidelines for Sending College-wide Messages

It was MOVED, SECONDED and CARRIED to approve the guidelines for sending college-wide messages as amended.

Review of Planning Document

Briefly highlighted some of the changes/new numbers for our planning document. A revised document will be distributed. It was noted that an update will be presented at the March Board meeting.

Travel – the following travel items were reported:

- Michelle Adams, Gwen Conarton, and David Jones will attend the *Information Builders Summit* in Kissimmee, Florida, June 2-8.
- Ezra Bell will attend the “Black Brown and College Bound” conference in Tampa, Florida, Feb. 29 to March 3.
- Chris Stroven and LaSonda Wells will attend a workshop entitled “Depression on Campuses” in Ann Arbor, March 7-8, 2012.
- Tom Sutton will attend a National Academy meeting in Washington DC, Feb. 21-22, regarding worker safety on offshore wind farms. All of his expenses will be paid by the National Academy.

Grants

- No update.

Next Meeting – The next meeting is scheduled for ***Tuesday, February 14 at 8 a.m.***