

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of February 21, 2012 Cabinet Meeting
Date: February 21, 2012

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

Members Absent: Johnson, Niewoonder

1. TBO Discussion

- The Michigan Center for Student Success will be hosting the first annual Student Success Applied Research Symposium on April 10, 2012 at the Michigan Union at the University of Michigan, Ann Arbor Campus.

2. Personnel & Operations

- Kudos to: Karen Visser and her team who have arranged the first Alumni Art Show to be included at the Art Hop in March.
- Reality Check – New and Follow-Up
FEMA IS-100 Training was completed by most members of the Cabinet and several other departments on Friday, February 17, 2012. Ken Colby discussed the possibility of having a table exercise concerning the KVCC Plan for any incident.
- There is an ongoing discussion on how to prevent identity theft. How are ECARS being tracked and is there a follow-up with instructors?
- Hires/Resignations/Retirements:
Rena Skutnik will be the Assistant to the Director of Contract Training and she starts on February 27.
Jane Geschwendt will be retiring effective July 31.

3. Approval of Minutes

The minutes of the February 14, 2012 Cabinet meeting were approved as amended.

4. Other

- Reminder: Last day for Long Term Care information at AWH today.
- Discussed a possible new website called "Career Coach" – which would have labor market information and how it links to our program offerings.
- Talked about performance funding being linked to (recommended) operational funding.
- A Banner update will occur on Friday evening.
- Still in a testing phase, copiers may be networked so individuals will not have to record monthly usage, and the copier may be used as a printer and scanner.
- How passwords are assigned to new students may be changed.
- Reminder: Clery Act Training – Friday, Feb. 24 from 9:30 a.m. –noon, and a separate section from 1 -2:30 p.m.
- Program definitions were presented: AAS, Certificate, and Certificate of Achievement.
- Financial Forecasting numbers were circulated to each Vice President. Please check these for any discrepancies by Friday, March 2.
- Reminder: MCCA Board of Directors Meeting, March 15 & 16 hosted by Kalamazoo Valley Community College.
- All administrators, managers, and supervisors will attend a full day presentation in May by Gallup to help with our Q12 efforts and to kick off our F.O.C.U.S. program. Exact date will be announced.

5. Discussion and Action

Travel – the following travel items were reported:

- Dan Maley to attend the Michigan Association of Physical Plant Administrators at the Radisson in Kalamazoo, March 19 – 21.
- Russ Panico to attend the MCCA Athletic Directors meeting on March 12, 13 at Owens Community College in Toledo, OH.
- Nora Evers, Natalie Patchell, Denise Lindsley, Cheryl Almeda, Kris Karbowski, Bill deDie, Ron Higginbotham, Nicole McClure, Robin Murchison-Greene, Darlene Kohrman, Sara Rivara, & Chris Swanson will be attending MDEC Conference for best practices in developmental education held in Lansing, MI, March 30.
- Keith Kroll will be attending the College Conference on Composition and Communication on March 21-24 in St. Louis, MO.
- Dawn Pantaleo, Jason Kovacs & 12 students will attend the Annual AITP National Collegiate Conference on March 28-April 1 in San Antonio, TX.
- Julie Stotz-Ghosh will attend the Association of Writers and Writing Programs on Feb 29-March 3 in Chicago, IL.

Grants – Ken Colby will bring the ITG renewal (year 3) for the Public Safety Internship at the next scheduled meeting of Cabinet.

Next Meeting – The next meeting is scheduled for ***Tuesday, February 28 at 8 a.m.***