

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of February 28, 2012 Cabinet Meeting
Date: February 28, 2012

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

Members Absent: Bohnet, Johnson, Niewoonder

1. TBO Discussion

2. Personnel & Operations

- Kudos to:
 - Facility Services for moving the furniture & removing the carpet and the IT department for moving and then replacing the computers & phones to facilitate the carpet replacement in 3380.
 - Linda Depta and the marketing team for winning three (3) awards in a national competition. Reported by the Higher Education Marketing Report:
 - Silver - New Media/Ipad app and videos
 - Merit – fall 2011 Recruitment “Register Now” campaign
 - Silver – launch and promotional strategies for Alumni+
- Reality Check – New and Follow-Up - none
- Hires/Resignations/Retirements:
 - DeMecia Russell will be starting on Monday, Feb 27 as a switchboard operator.

3. Approval of Minutes

The minutes of the February 21, 2012 Cabinet meeting were approved as presented.

4. Other

- The Clery Training was considered informative and successful.
- Area Leaders will be receiving additional training in the near future.
- The Eric Zapata Foundation will be hosting a fund raising spaghetti dinner on April 20 and a run at KVCC on April 21. Kalamazoo Public Safety and local restaurants will donate their time and food. More details will be announced.
- Strengths Service Project today – Feb 28 at 2:00 in the Forum – includes opportunities for volunteering in the community.

5. Discussion and Action

- Hours of Operation for spring break will be as posted on the College's Internet.
- The budget, credit hours and potential funding sources were discussed. Louise will bring back additional information to the next Cabinet meeting.
- Public Safety 3rd year Internship – MOVED, SECONDED AND CARRIED.
- MCCA – March 15, 16
To include one or two KVCC students who have successfully completed their area of study, received their degree and are now in the work place.

Travel – the following travel items were reported:

- Cindy Buckley, Tom Sutton, Todd Meert, & Lesa Strausbaugh to tour the DTE Training Facility on February 29, in Westland, MI.
- Judd Mattimore & Tim Besteman to attend Crestron Training May 22-25 in Arlington Heights, IL.

Grants – no grant items reported.

Next Meeting – The next meeting is scheduled for ***Tuesday, March 6 at 8 a.m.***