

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of June 19, 2012 Cabinet Meeting
Date: June 19, 2012

Members Present: Bertch, Bohnet, Collins, DeHaven, Hutchins, and Kocher

Staff Present: Horton and Niewoonder

Absent: Anderson, Colby, Cannell, Johnson and Schlack

TBO Discussion

- F.O.C.U.S. will now be applicable for adjunct staff.
- Agreed that the Q12 will be conducted in mid-October.

Personnel and Operations

- Kudos! were given to the following:
 - No kudos reported.
- Reality Check – New and Follow Up
 - No items reported.
- Hires/Resignations/Retirements
 - Jason Bishop has been selected as the new chemistry instructor, starting August 29.

Approval of Minutes

Approved the minutes of the June 12, 2012 Cabinet meeting as presented.

Other

- Advocate training is being held at the Kalamazoo Valley Groves Center on June 20 – food will be provided.
- A photo session for the vice presidents is scheduled for July 12.
- A draft of recommended regulations/guidelines for developmental students was distributed; it will be discussed at next week's planning meeting.
- Reported that nine employees have received Microsoft office certification – six in Word, two in PowerPoint and one in Excel.

Discussion and Action Items

- *Finalize Agenda for Planning Meeting*
 - Reviewed the list of topics for the June 26 planning meeting.
- *Review of Proposed Policy on Campus Demonstrations*
 - Reported that the *Student Handbook* which already has a section on “demonstrations” will be reviewed and updated, as needed.
 - The Facilities Use Council will be updating the *Facilities Use Guidelines* and incorporate, as appropriate, information on campus demonstrations. The revised guidelines will be shared with the Cabinet at a later date.
- *Travel* – the following travel items were reported:
 - Louise Anderson will attend the Risk Management meeting in Traverse City, July 23-24.

- Mary Lawrence will attend the Business Officers meeting in Traverse City, July 25-27.
- **Two amendments to the June 5 Cabinet Travel report:**
 - It is “Cristina Miller” who is attending the Gallup Strengths Workshop in Omaha along with Ken Barr and Janee Steele.
 - Gallup is only paying for the registration for two of the three attendees; KVCC will be paying for the third registrant.
- *Grants* – the following grant item was noted:
 - KVCC will be one of the community colleges participating in the Lumina/Kresge grant application being submitted by MCCA for a “reverse transfer” initiative. It was reported that 15 of Michigan’s four-year universities and 24 community colleges are participating.
- *What would excellence look like at KVCC?*
 - To be discussed at next week’s planning meeting.

Next Meeting – The next regular meeting is scheduled for ***Tuesday, July 3 at 8 a.m.***