

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of September 25, 2012 Cabinet Meeting
Date: September 25, 2012

Members Present: Anderson, Bertch, Bohnet, Cannell, Collins, DeHaven, Hutchins, Ives, Johnson, Kocher and Schlack

Staff Present: Niewoonder

Personnel and Operations

- **Kudos! were given to:**
 - Gena Mead for her efforts to bundle a packet of course materials for an MAT class which saved each student more than \$60.
 - Aramark for their extra efforts when they catered the recent Gallup/Clifton award presentation.
 - Jeff Roseboom for his extra efforts to ensure a successful risk assessment review.
 - Everyone on the team who worked to get KVCC into the National Student Clearinghouse.
- **Reality Check**
 - Several issues regarding building hours were raised – the incorrect posting on the web has been addressed and the Cabinet agreed to allow use of college facilities outside of normal business hours for special events. Security and facility services will need to be kept informed.
- **Hires/Resignations/Retirements**
 - No items reported.

Approval of Minutes – Approved the minutes of the September 18, 2012 meeting as presented.

Other

- Mentioned the College Merit Curriculum Seminar coming up in October and the possibility of having someone from KVCC attend.
- Reminded the Cabinet that F.O.C.U.S. appraisals are due October 31.
- Agreed to read the book: “Switch: How to change things when change is hard.”
- Mentioned GASB reporting changes which will begin to require colleges to report unfunded retirement and healthcare liability.
- Heard an update from MCCA on several topics, including proposed changes in FOIA legislation, veteran services, political campaigning on campuses (rights and prohibitions), and the impact of MOOCs.

Discussion and Action Items

- *Review of “Life Resources” Position*
 - Authorized changing the life resources position from a 10-month to a 12-month position.
- *Planning Worksheet / Strategic Planning*
 - Discussed the goal specific to branding and agreed to add a measurement regarding overall marketing efforts.

- Agreed we may want to include a measurement or strategic issue regarding MOOCs and a measurement beyond student strengths for the enrollment management initiative.
- *Local Strategic Value and Best Practices Resolution*
 - Kathy agreed to create a template for everyone to insert our draft response in preparation for the October Board meeting; input on the form is due by Friday, Sept. 28.
- *Travel* – the following travel items were reported:
 - Kevin Dockerty will attend the Michigan Political Science Conference at Lake Superior State University, Oct. 4-5.
 - Lisa Winch and Darlene Kohrman will attend the AMATYC 38th Annual Conference in Jacksonville, Florida, Nov. 8-11.
 - Howard Carpenter and Jim Taylor will attend a meeting in Lansing on Oct. 8 regarding the credit-based manufacturing initiative.
 - Jim DeHaven will be visiting various wind farms in Illinois and Indiana, Oct. 8-10.
 - Elizabeth Lyons will attend the MCCA Student Success Summit in Lansing, Sept. 27-28.
 - Dan Maley will attend the MiAPPA Senior Officer Facilities meeting in Mount Pleasant, Oct. 23-24.
- *Grants*
 - The Gilmore Foundation awarded the College \$12,500 for Artists Forum events this year.

Next Meeting – The next regular meeting is scheduled for ***Tuesday, October 2 at 8 a.m.***