

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 2, 2012 Cabinet Meeting
Date: October 2, 2012

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

Members Absent: Kocher

Staff Present: Horton and Niewoonder

Personnel and Operations

- Kudos! were given to:
 - Mike Olvitt and the maintenance staff for replacing a malfunctioning chiller in just one day.
- Reality Check
 - Reminded everyone to bring travel requests to the Cabinet on a timely basis.
 - A mistake caused delays in the processing of payroll direct deposits on Oct. 1.
- Hires/Resignations/Retirements
 - Two adjunct instructors, Kyle Kelly and Carl Ross, have been hired in Communications and English through the end of the fall semester to fill in for an instructor on medical leave.

Approval of Minutes

Approved the minutes of the September 25, 2012 Cabinet meeting as presented.

Other

- Reminded everyone that monthly leave reports need to be processed by midnight on the 9th of the month.
- Reviewed a report on the percentage of area high school graduates attending KVCC within two years of graduation.
- An announcement to the college community will be sent out this week regarding the upcoming Gallup Engagement Survey inviting everyone's participation.
- The Health Insurance Review Committee has completed its task and proposals are now being analyzed by Marwil. Following Marwil's analysis, an announcement regarding employee health insurance options will be sent out.
- Everyone was asked to read the e-mail Marilyn forwarded from MCCA – it has some relevant information on the MCCVLC, open-source online textbooks, and grants to various community colleges.
- Heard a brief update on the agenda for the October Board meeting.

Discussion and Action Items

- *Review of Standard Practices Regarding Degree Works*
 - Discussed the recommendations and suggested a recommendation be added to limit how many credit hours would be required for associate degree and certificate programs. Dennis agreed to bring forward a recommendation.

- *Planning Worksheet / Strategic Planning*
 - It was reported that more input on the worksheet is being sought.
 - It was agreed that the document will be shared with the Board in November instead of October.
- *Local Strategic Value and Best Practices Resolution*
 - Reviewed the draft of the submission detailing our “best practices.” The document will be finalized in preparation for Tuesday’s Board meeting.
- *Travel* – the following travel items were reported:
 - Kim Grubka and Wanda Scott, along with ten students, will attend the Michigan Association of Dental Hygiene Educators Conference in Auburn Hills, Nov. 2.
 - Lois Baldwin will attend the TRENDS conference in Traverse City, Oct. 10-11 – all of her expenses will be paid by the Post Secondary Special Populations Association.
 - Elizabeth Lyons will attend the CAEL conference in Washington, D.C., Nov. 5-9.
- *Grants*
 - No grants reported.

Next Meeting – The next regular meeting is scheduled for ***Tuesday, October 9 at 8 a.m.***