

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of November 27, 2012 Cabinet Meeting
Date: November 27, 2012

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

Staff Present: Horton and Niewoonder

Guests Present: Kyle Robinson and Tim Hodges

Members Absent: Kocher and Schlack

Engagement Survey Results

Gallup representatives, Kyle Robinson and Tim Hodges, presented the results of the recently completed *Employee Engagement Survey*. It was noted that more detailed informational meetings with managers are being conducted throughout the day.

Approval of Agenda and Minutes

The minutes of the November 13, 2012 meeting were accepted as corrected and the agenda for the Nov. 20 meeting was accepted.

Discussion and Action Items

- *Update on Organizational Changes and Vacant Positions*
 - No update.
- *Oxford Foundation Report and Gov. Snyder's Vision for Education*
 - Postponed until next week.
- *Travel*
 - Trice Batson will attend the ERAC/CE workshop in Kalamazoo, December 6-8.
- Grants – No requests presented.
- Update on Strategic Issues and Metrics
 - No update.

Personnel and Operations

- Kudos! were given to:
 - The members of the Healthcare Committee – Ben Blewett, Sandy Bohnet, Steve Cannell, Blake Glass, Philipp Jonas, and Steve Walman with special thanks to Cheryl Grinnell and representatives from Marwil & Associates for their work to develop the new healthcare options.
 - Mike Olvitt for his work on the new chiller and cooling tower which resulted in KVCC receiving \$56,000 from Consumers Energy for its 2012 Incentive program.
- Reality Check
 - No items reported.
- Hires/Resignations/Retirements
 - Todd Weston transferred into the full-time public safety position on Nov. 26.

Other

- The class scheduling software demonstration is scheduled for Friday, Nov. 30.
- Terry reported he will be sending out a college wide e-mail regarding the use of *Drop Box* and reminding everyone who uses it to remove any confidential information because of security issues.
- An updated draft of the “KVCC Facts at a Glance” document was distributed.
- A fire drill is scheduled at the Arcadia Commons Campus on Friday, Nov. 30.
- FEMA training will be held at the Groves Center the first week in December.
- A basketball game is scheduled for Friday, Dec. 14 at 7:30 p.m. and after the college is closed for the weekend.
- The SSC is holding a unit meeting on Dec. 18 and refreshments will be provided.
- Agreed that KVCC, as part of its membership benefits in the National Clearinghouse, will receive payments from the Clearinghouse whenever an employer/business requests transcript information on our graduates.

Book Discussion

Postponed to next week.

Next Meeting – The next regular meeting is scheduled for ***Tuesday, December 4 at 8 a.m.***