

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of December 4, 2012 Cabinet Meeting
Date: December 6, 2012

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

Staff Present: Horton

Guests Present: Mark Sheffer

Members Absent: Ives

Approval of Agenda and Minutes

The minutes of the November 27, 2012 meeting were accepted as corrected and the agenda for the December 4, 2012 meeting was accepted.

Discussion and Action Items

- Brief discussion with Mark Sheffer concerning the Holiday hours.
 - Employees will have to sign in at the front bookstore entrance to gain access to the Texas Township Campus.
 - The Arcadia Campus will be closed.
 - The Museum will be closed Christmas Eve and Christmas day, and closed the morning of January 1st.
 - The Groves Center will be closed on Christmas day and New Year's Day.
- *Update on Organizational Changes and Vacant Positions*
 - (3) Dean's positions will be posted.
 - Controller position will be posted.
- *Oxford Foundation Report and Gov. Snyder's Vision for Education*
 - Discussion on how "Any time, Any Place, Any Way, Any Pace" might affect community colleges.
- *Travel*
 - No requests presented.
- Grants – No requests presented.
- Update on Strategic Issues and Metrics
 - No update.

Personnel and Operations

- Kudos! were given to:
 - Kevin McKinney- A young man had driven a long way to purchase one of our used computers and then had trouble finding the computer lab. He was very grateful for the assistance he received from Kevin.
 - Congratulations Dennis Bertch –for his doctorate degree which will be awarded this Saturday.

- Reality Check
 - No items reported.
- Hires/Resignations/Retirements
 - None reported

TBO Discussion

- It was agreed that Cabinet will look at our Gallup results, focus on specific areas, and discuss these after the first of the year.

Other

- Terry indicated that the class scheduling software demonstration scheduled on Friday, Nov. 30 was very informative and the software may be beneficial for KVCC.
- Louise reported that KVCC was awarded a check for the Strategic Value Model for meeting or surpassing the state requirements.
- Instructional Data books have been distributed. Please review.
- Winter enrollment was discussed.
- Sandy Bohnet reminded the cabinet that non-exempt employees who are scheduled to work commencement and/or the Board breakfast need to either be paid overtime or given time off during the same pay period.
- IT department reported that power to the virtual servers was out for a short time on Sunday evening.
- The Personal Property Tax bill in front of the state legislators will pay 80% of loss revenues.
- Blake Glass has established an employee wellness committee. Members include faculty, staff, administrators and one retiree. The committee will recommend wellness programming.
- MPSERS – Deadline for options has been extended to January 6, 2013.

Book Discussion

Jim DeHaven led the discussion on chapter 4 from the book “Switch”.

Next Meeting – The next regular meeting is scheduled for *Tuesday, December 11, 2012 at 8 a.m.*