

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of February 5, 2013 Cabinet Meeting  
**Date:** February 6, 2013

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

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### Approval of Agenda and Minutes

The minutes of the January 29, 2013 meeting were accepted as corrected.

The agenda for the February 5, 2013 meeting was accepted.

### Discussion and Action Items

- Inclusivity/CMOP changes/Civil Rights Audit – 1<sup>st</sup> reading with 2<sup>nd</sup> reading next week.
- Travel
  - Cynthia Schauer, Diane Vandenberg and 4 student leaders will attend the PTK Convention in San Jose, CA on April 4-7, 2013.
  - Paul Farber and Brent Reynhout will attend “The Bulletproof Mind” sponsored by the West Michigan Criminal Justice Training Consortium in Holland, MI on February 13, 2013.
  - DeMecia Russell will attend the ERAC/CE Training in Kalamazoo, MI on March 14-16, 2013.
  - Louise Anderson and Rick Ives will go to MCCRMA in Lansing, MI on March 6, 2013.
  - Louise Anderson, Lauren Beresford and Muriel Hice will attend the MCCBOA in Lansing, MI on March 7 & 8, 2013
  - LaSonda Wells, Coty Dunten, Cristina Miller and 4 students will attend the Midwest Bisexual Lesbian Gay Transgender Ally College Conference in Lansing, MI on Saturday, February 9, 2013.
  - Monteze Morales will attend the ERAC/CE Training in Kalamazoo, MI on March 14-16, 2013.
- Grants
  - none

### TBO Discussion

- Talent theme spotlight: “Significance” discussion on February 21<sup>st</sup> from 2-3 p.m. – register on-line.
- Q12 planning on February 26 will include the Gallup report from October, 2012.

### Personnel and Operations

- Kudos! were given to the following:
  - Louise Wesseling for handling all the phone calls for KVCC weather related closings.
  - Mike Olvitt and his crew in taking care of the broken water line in the cafeteria.
  - Meily Lightcap and Judy Collins for coming in on a day when KVCC was closed for inclement weather to make sure students would be able to access their balance checks.

- Louise Anderson and Tony Ide came in when KVCC was closed for inclement weather to make sure the payroll checks and 1098-T's were delivered to the Post Office.
- Reality Check – New and Follow Up
  - “STOP” signs will be installed for the cross walks near the tower and flagpole entrances at Texas Township Campus.
  - Discussions concerning having a designated “site leader” at the downtown campus will continue.
  - A discussion was held on the amount of time the college is closed.
- Hires/Resignations/Retirements
  - Craig Jbara is the new Director of Operations at the Groves Center effective January 28, 2013.
  - Cindy Parks has been hired for PT Operator effective January 15, 2013, and Marshall Williams was hired PT in the Audio Visual department effective January 25, 2013.

### Other

- Louise Anderson mentioned that a “warning” may come up on monthly leave documents. Please do not ignore – contact Louise or Lauren.
- Administrative meetings will be held to go over operating budgets.
- Corrections Academy started February 4, 2013.
- Terry Hutchins indicated that Student Scheduler will be live for students by the end of the month.
- A spreadsheet was distributed for Innovative Thinking Grants showing the submission status of second quarter reports.
- Noted that the college will stay with Microsoft Office 10.

### Book Discussion

- Sandy Bohnet will lead the discussion for “Switch” chapters 9 and 10 next week.

**Next Meeting** – The next regular meeting is scheduled for ***Tuesday, February 12, 2013 at 8:00 a.m.***