

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of March 5, 2013 Cabinet Meeting
Date: March 5, 2013

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

Staff Present: Horton

Absent: Bertch and Johnson

Approval of the Minutes

The minutes of the February 26, 2013 meeting were accepted as amended.

Discussion and Action Items

- Retention/Graduation
 - Discussed reasons for low graduation rates. Bring back next week to continue discussion on developmental enrollment and methods used by other colleges to compute graduation rates.
- Update on Strategic Issues and Metrics – KVCC is now part of the National Student Clearing House which allows us to track students both here at KVCC and when they move onto other places of higher learning.
- V.P. Update – Jim DeHaven & Terry Hutchins shared comments from their direct reports.
- Travel
 - Majida Beattie will attend “Social Media and Financial Transaction Investigations” on March 15, 2013 in Grand Rapids, MI.
 - Russ Panico will attend the Spring 2013 MCCA/NJCAA Region 12 Athletic Director’s Meeting on March 25-26, 2013 at Schoolcraft College in Livonia, MI.
 - Judy Rose will attend the 2013 SHRM/HC Coordinators’ Conference on May 1-3 in Denver, CO.
- Grants
 - none

TBO Discussion

- Q12 discussion – to be continued next week.

Personnel and Operations

- Kudos! were given to the following:
 - KVCC faculty, staff, and students who helped make the Science Olympiad on Monday, March 4 another success for this year.

- Reality Check – New and Follow Up
 - none

- Hires/Resignations/Retirements
 - Jill Archie will be the new Learning Center Coordinator effective March 10, 2013.
 - Asked to replace the position of PT Tutor.
 - Andy Levandoski will be leaving the Public Safety office.
 - Tim Hulinec will be a full-time Public Safety Officer effective March 10, 2013.

Other

- Web payments will be accepted in the Testing Center.
- IT Lab will be closing at 6:00 p.m., Tuesday, Wednesday & Thursday during spring break.
- EMT class scheduled for Saturday, March 9 from 8:00 a.m. to 4:30 p.m.
- Board Meeting scheduled for March 12 has been moved to March 19 in room 4380 at 5:30 p.m.

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