

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of March 12, 2013 Cabinet Meeting  
**Date:** March 12, 2013

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

**Staff Present:** Horton

**Absent:** Johnson

**Guests:** Roger Miller, Jim Taylor, Michael McCall, Jackie Cantrell, Laura Cosby, Janice Brown and Bob Jorth

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### Approval of the Minutes

The minutes of the March 5, 2013 meeting were accepted as amended.

### Discussion and Action Items

- Kalamazoo Promise
  - Janice Brown and Bob Jorth gave the Cabinet and guests an update on the Kalamazoo Promise with charts and graphs showing data collected from 2006-2011.
- Retention/Graduation
  - Discussed the correlation between KVCC Compass and Act scores to equated grade levels. Roger Miller provided information regarding financial aid and developmental courses.
- Process for Repeat Courses/Academic Probation
  - Started the discussion for the standard of satisfactory academic progress and indicated that we need more demographic information.
- Anti-Bias/Anti-Racism
  - Began the discussion regarding the responses to questions submitted to the ABAR committee by the Cabinet.
- Undocumented Students
  - Michael McCall led the discussion on residency status and tuition rates for undocumented students.
- Travel
  - Rick Ives and Mark Sheffer will attend "School Assessments" in Zeeland, MI on April 9, 2013.
  - Elizabeth Lyons and Cindy Buckley will attend "Consortium of Michigan Veteran Educators" at Lansing Community College, Lansing, MI on April 5, 2012.
  - Julie Stotz-Ghosh will attend the "Bear River Writer's Conference" at Camp Michigania, Boyne City, MI on May 30-June 3, 2013.
  - Amy Louallen will attend "Michigan Community College Human Resources Association Spring Conference" (MCCHRA) in Rothbury, MI on May 15-17, 2013.
- Grants

- none

### **TBO Discussion**

- Q12 discussion – rescheduled.

### **Personnel and Operations**

- Kudos! were given to the following:
  - Marty Myers and Jeff Roseboom for posting emergency preparedness guides in all offices and classrooms.
  - IT and Marketing for the Groves Center new website.
  - Student Success Center and their work with student's strengths and how knowing their strengths influence their lives.
  - Tony Zacker, Sue VanHeest and Josh Essar for installing over 150 classroom emergency phones.
- Reality Check – New and Follow Up
  - none
- Hires/Resignations/Retirements
  - Bruce Kocher is retiring effective July 1, 2013.
  - Steve Gerike resigned effective March 14, 2013.
  - Asked that the positions of Computing Support Tech, lab position and PT Secretary Academic Scheduling be posted.
  - Joe Scott and Biji John terminated their employment effective March 7, 2013.

### **Other**

- Reminder to schedule your Wellness Assessment and remind your direct reports to do the same.
- Facility after hours use – April 27 - Nurses Pinning Ceremony.
- Network Firewalls updated.
- "Student Scheduler" going live next week for summer semester.
- Student Surveys are in process in the Planning Research and Assessment Office.
- 1<sup>st</sup> Draft of the Capital Outlay report was distributed to Cabinet members.

**Next Meeting** – The next regular Cabinet meeting is scheduled for ***Tuesday, March 19, 2013 at 8:00 a.m.***