

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of June 25, 2013 Cabinet Meeting
Date: June 25, 2013

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

Discussion and Action Items

- Cabinet members discussed One Vision/Once Voice – team meetings with their priorities have started or have been scheduled.
- Board Planning Meeting to be held on July 25, 2013 at the Gilmore House starting at 8:00 a.m.
- Inclusivity revised proposal was discussed and some clarifications will be addressed.
- Civil Rights Compliance Plan – Individual assignments were handed out. Denise Baker will coordinate the collection of information.

- Travel
 - none

- Grants
 - none

Personnel and Operations

- Kudos! were given to the following:
 - none

- Reality Check
 - none

- Hires/Resignations/Retirements
 - Chris Karbowski – new Success Advocate effective August 4, 2013.

Other

- Payroll – new authorizations may not be in place by July 1.
- Send changes on budget authority to Louise Anderson.
- Internship costs for FY2013-2014 were distributed – bring back next week.

- Transfer students from KVCC to four year institutions are approximately 18.2%. An additional 5% transfer to other two year institutions.
- Reminder to have leave reports in by July 1st, 2nd with the Fourth of July shortening the work week.
- Credit hour prediction for fiscal year 2013-2014 is trending 5% below current year of 219,500.
- Terry Hutchins reported that we will not have internet service on Sunday, June 30th from 5:00 a.m. to 8:00 a.m. as the provider is performing an upgrade.
- Salary letters will be delivered today – June 25, 2013.
- Staff Development and Marketing have selected approximately 25 staff members to be digitally recorded for excellence in Customer Service.
- Web cast on July 16 - “Measuring Customer Service on Your Campus” – 1:00-2:30 p.m., location to be determined.

Next Meeting – The next regular Cabinet meeting is scheduled for:
Tuesday, July 2, 2013 at 8:00 a.m. in the Board Room- 3365