

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of September 24, 2013 Cabinet Meeting
Date: September 24, 2013

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

Approval of the Minutes

- The Minutes of September 17, 2013 were approved as amended.

Discussion and Action Items

- Local Strategic Value report will be presented to the Board on October 8 – a portion of community college state appropriations to KVCC is based on meeting specific criteria.
- Conference call with Vicki Rosenberg was postponed.
- Travel
 - Dan Benard to attend a CoAEMPS Accreditation visit at South Texas College in McAllen, TX on October 14-15, 2013.
 - Tom Buszek, Larry Taylor, Charlie Fuller and Doug Martin will attend a meeting at Southwestern Michigan College to discuss a 3+1 degree completion arrangement with Ferris State University's Automotive Program in Dowagiac, MI on September 27, 2013.
 - Susan Mott to attend "A Workshop for the New Nurse Administrator" in Atlanta, GA on January 17, 2014.
 - Dan Maley to attend the MAPPA/MIAPPA Conference in Grand Rapids, MI on October 29-30, 2013.
 - Heidi Stevens and Pat Pallet will attend "Learning for the Next Generation of Leaders" at Grand Valley State University on October 1, 2013.
- Grants –
 - Irving S. Gilmore Foundation awarded \$12,500 for the Artist's Forum.

Personnel and Operations

- Kudos! were given to the following:
 - From Coty Dunten to Curtis Townsell for his help with last minute requests and going above and beyond during tight deadlines.
 - Thank you Harris Whitecotton for his delivery of printing requests to the downtown office – he volunteered to make the delivery on his way home.
 - Laura Cosby for her work with Noel Levitz.
 - For the presenters at the Student Success Summit in East Lansing–
 - LaJoyce Brooks, William deDie, Cheryl Almeda and Gerri Jacobs- “Creating a Bridge to Student Success: Linking Student Services with Academic Course Work.”
 - Elizabeth Lyons-“Supporting Success for Michigan’s Student Veterans.”
 - Coty Dunten and Karen Steeno-van Staveren –“Improving Foster Youth Engagement and Career Readiness.”
- Reality Checks
 - Auto Lab vehicles will be test driven in areas designated by Public Safety.
- Hires/Resignations/Retirements:
 - Jim Norton resigned effective September 27, 2013.
 - Brenda Moncrief is retiring effective November 30, 2013.
 - The Groves Center will work with HR to fill the Secretary position.
 - Sam Bernardy is working in AV Part-time effective September 18, 2013.

Other

- Financial Services - Web-time entry issue resolved.
- Kathy Johnson appreciates all the input for the local Strategic Value document for the State.
- Thank you for the input into the updating of the 5 year Master Plan – must be done by Nov. 1, 2013.
- Electronic Recycling – October 4, 5, 2013.
- Kyle Robinson from Gallup will be visiting the TTC on October 1, 2013-please sign up to attend under *Staff Development*. Administrators, managers and supervisors are encouraged to sign up for the full day, Customer Engagement. All employees are encouraged to sign up for Valley's Top 4 Engaged Teams.
- The Historical Society of Michigan’s 139th Annual Meeting and State History Conference is being held in part at the Kalamazoo Museum.

Next Meeting – The next regular Cabinet meeting is scheduled for:
Tuesday, October 1, 2013 at 7:30-8:00 a.m in the Board Room, 3365.