

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of November 8, 2011 Cabinet Meeting
Date: November 8, 2011

Members Present: Anderson, Bertch, Bohnet, Cannell, Colby, Collins, DeHaven, Horton, Hutchins, Kocher, Niewoonder and Schlack

Members Absent: Johnson

TBO Discussion

- Personnel Items
 - No items reported.
- Reality Check
 - No items reported.
- Kudos! were given to the following:
 - Mike Olvitt and Tim Welsh and their staff for the handling of last night's power outage.
- Other TBO Items – Kyle Robinson is back with Gallup.

Approval of Minutes

The Cabinet approved the minutes of the November 1, 2011 meeting as presented.

Other

- A request for an internship position for winter 2012 was requested – this will be discussed at a later time.
- KVCC's employee bowling league began last week with six teams participating.
- The Bookstore's sale of branded items in August totaled \$2,983 and in October totaled \$3,889.
- KVCC alumni will be volunteering at this year's holiday parade on Nov. 12 and the College's "Cougar Bus" will be in the parade.
- Ad Astra training is scheduled on campus Nov. 9 and 10.
- On Friday at 6 p.m., the phone system will be shut down for software upgrades; the shutdown will primarily affect the Texas Township Campus but the Groves Campus and the ACC could be impacted for short periods of time. The HP migration is tentatively scheduled for Friday evening as well.
- An updated list for mail handling was distributed and reviewed. Changes/additions to the list should be given to Louise.
- Agreed that college-wide meetings will be scheduled for Friday, Nov. 11. Topics include: government relations/legislative update, Board goals/metrics, and ACW.

First Reading of Revisions to CMOP 5040

Discussed and reviewed the proposed revisions to CMOP 5040 on cell phone use. Additional changes will be incorporated and it will come back to the Cabinet for a 2nd reading.

Finalize Agenda for Nov. 15 Planning Meeting

A draft of possible questions to be discussed at the Nov. 15 planning meeting was distributed and reviewed. Additional suggested topics include: financial forecasting, programs, graduation rates, developmental courses, cut-off scores, out-of-state travel, minimum age to qualify for senior tuition waivers, and future implications (e-books, e-libraries, prior learning, open source courseware, learning communities, simulation, manufacturing needs, etc.).

Travel – the following travel items were reported:

- Sarah Miller will attend a workshop on the “ABCs of Collections Stewardship” offered by the Michigan Museum Association in Alto, Michigan, December 9.
- Rick Garthe will attend the AUGI CAD Camp in Oak Brook, Illinois, November 16.
- Mark Bensinger, Paul Farber, and Sherman Potter took the Radar Certification Final Exam in Marshall, Michigan on November 5.

Grants

- No grant items reported.

Next Meeting – The Cabinet Planning meeting is scheduled for ***Tuesday, November 15 and will begin at 8 a.m.***