

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of February 19, 2013 Cabinet Meeting  
**Date:** February 20, 2013

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

**Staff Present:** Horton

**Absent:** Bertch and Kocher

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### Approval of the Minutes

The minutes of the February 12, 2013 meeting were accepted as amended.

### Discussion and Action Items

- Manager/Coordinator – discussion regarding having a central person to contact at the downtown campus.
- 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 shared his area's successes.
- Travel
  - Marian Peck will attend the Mid-Winter Dental Convention in Chicago, IL on February 21-23, 2013.
  - Sherman Potter and Timothy Hulinec will attend "Domestic Violence Response Training" in Grand Rapids, MI on March 7, 2013.
  - Majida Beattie will attend "Career Survival for Law Enforcement" in Grand Rapids, MI on April 8, 2013.
  - Mark Sheffer will attend "Background Investigation" in West Olive, MI on February 25, 2013.
  - Rick Ives will attend a "Consortium Meeting" in Holland, MI on February 20, 2013.
  - Gerri Jacobs & Heidi Stevens will attend a transfer workshop at Michigan State University on April 12, 2013.
- Grants
  - none

### TBO Discussion

- Q12 discussion – February 26<sup>th</sup>

**Personnel and Operations**

- Kudos! were given to the following:
  - Career and Employment Services – (Chris Augustine, Diane Finch, Diane Vandenberg, Jenelle Ashbrook, Jenny Buysse, Karen Steeno Van Staveren and Joyce Tamer). 101 students attended the “Ace the Interview” program.
  - To Cynthia Schauer and Diane Vandenberg for their PTK leadership.
- Reality Check – New and Follow Up
  - none
- Hires/Resignations/Retirements
  - none

**Other**

- Financial Services & Purchasing will be holding their Unit Meeting on March 4, 2013.
- Terry Hutchins reminded us that “lockboxes” on our computers are not secure sites.
- Correction to ITG for Alumni Relations – whole grant will be \$62,939 which reflects an increase of \$10,812. Motion MOVED, SECONDED, and CARRIED.
- Learning Center will be hosting their “Tutor Training” on February 22, 2013.
- Testing Center will be closed March 7, 2013 for computer system updates.
- Arcadia Campus office hours need to reflect that the building closes at 5:00 p.m.
- Elizabeth Lyons who is working with our veterans will have the use of room 3384 for the mentoring program.
- The PTK Formal Ceremony was held on Sunday in the Dale B. Lake Auditorium. The gathering was exceptional – Denise Miller and Pat Conroy were guest speakers, Chris Augustine was a guest presenter. Seventy-two students plus family and guests attended.

**Next Meeting** – The next regular Cabinet meeting is scheduled for ***Tuesday, February 26, 2013 at 8:00 a.m.***; the Q12 Discussion will follow.