

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of April 9, 2013 Cabinet Meeting  
**Date:** April 9, 2013

---

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

**Members Absent:** Bertch, Cannell

**Staff Present:** Horton

**Guests Present:** Jackie Cantrell, Laura Cosby, Gerri Jacobs, Keith Kroll, Denise Lindsley, Natalie Patchell, Heidi Stevens, Jim Taylor and Nancy Vendeville.

---

### **Approval of the Minutes**

The minutes of the April 2, 2013 meeting were approved.

### **Discussion and Action Items**

- Retention/Graduation/Developmental Education
  - What KVCC is doing? What other community colleges are doing?
  - Should we use more components of Compass?
  - Bring ACT back to look at test scores.
  
- Travel
  - Larry Belen will attend the Police Academy Directors conference in Lansing, MI, on April 23-24, 2013.
  - Tim Hulinec will attend the Emergency Vehicle Operations in So. Haven, MI on April 15 & 16, 2013.
  - Janee Steele will attend the workshop, "Resumes Today: Best Practices and Current Trends" at Wayne State University in Farmington Hills, MI on April 25, 2013.
  
- Grants
  - Authorized the submission of a grant application from the KVCC Foundation:
    - Mary Jane Stryker Theater & Friday Night Highlights in the amount of \$35,700.
    - Exhibit In-House Civil War Installation in the amount of \$30,000.
    - Archaeology Exhibit Build Out in the amount of \$100,000.
    - Planetarium Show Kits in the amount of \$17,000.
    - Museum Festivals in the amount of \$37,950.
    - Oral History Program in the amount of \$9,400.

### Personnel and Operations

- Kudos! were given to the following:
  - Judy Rose and Lesa Ward for implementing a streamlined process for Groves Facility invoices with Financial Services that has resulted in more efficient, accurate and timely completion.
  - IT – the tiered registration is a huge improvement over the previous mass registrations.
  - Trice Batson facilitated a great workshop in “Learning to Listen Well.”
- Reality Check – New and Follow Up
  - Credit hours and tuition costs.
- Hires/Resignations/Retirements
  - Crystal Shaulis, PT Graduation Assistant has resigned effective April 5.
  - HR will work with Mike McCall to fill the PT Graduation Assistant position.

### Other

- EMS instructor will need to have additional hours on this campus - those dates and times will be given to Rick Ives.
- The schedule for the speeches for the Dean’s candidates has been sent out to the college community.
- There will be some changes coming for “Investing in Your Future” and the “Tuition Remission” programs.
- Information Technology reports show an average of 93,000 monthly visits to the KVCC website.
- Louise shared the Capital Outlay budget – 2<sup>nd</sup> Draft.
- Recognition Week brought in \$9500 for 3 sale dates in fiscal year 2012 on branded items in the Bookstore; \$5800 for 3 sale dates this fiscal year.

**Next Meeting** – The next regular Cabinet meeting is scheduled for:  
***Tuesday, April 16, 2013 at 8:00 a.m. in Room 4380***