

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of November 12, 2013 Cabinet Meeting  
**Date:** November 12, 2013

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**Members Present:** Bertch, Bohnet, Cannell, Collins, Depta,  
Doherty, Hutchins, Ives, Jbara, and Johnson

**Members Absent:** Anderson and Schlack

**Staff Present:** Horton

**Guests Present:** Deb Coates

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### **Approval of the Minutes**

The Minutes of November 5, 2013 were approved as presented.

### **Discussion and Action Items**

- Deb Coates brought us up to date on the seminar she and several others attended at the Higher Learning Academic Roundtable to develop and implement a standardized process for documenting, reporting and using Institutional Learning Outcomes to improve student learning.
- The draft version of the Higher Learning Commission Accreditation Workplan was discussed.
- 1<sup>st</sup> and “clean-up” reading of CMOPs:  
(DB)1010,1020,1030,1060,1070,1080,1090,1100,5020,5030,6010  
(MC) 6020
- Dennis Bertch - rubric on Innovative Thinking Grants postponed.
- Brief discussion on the potential Cell Tower Technician Academy.
- The Department of Environmental Quality (DEQ) is proposing to donate a (100') cell tower for use at the Groves Center campus.
  
- Travel
  - Tim Hulinec to attend the PPCT Defensive Tactics Instructor Course in Sturgis, MI on April 7-11, 2014.
  - Jim Lightcap, Jeremy Smith and Jason Kovacs to attend the Crestron training in Chicago, IL from January 6 to January 10, 2014.
  - Tim Balice to attend the American Volleyball Coaches Association National Convention in Seattle, WA on December 18-22, 2013.
  - Mike Collins and Dennis Bertch to attend a Lumina Community Partnership for Attainment grant meeting in Indianapolis, IN on December 3, 4, 2013.
  - The following people will attend the Ellucian Live Conference in Anaheim, CA on April 6-9, 2014: Paul Chiu, Bob Bechtel, Nate Hartmann, Mike Thompson, Carol Heeter, David Jones, Lori Evans, Brenda VanderRoest, Lauren Beresford and Muriel Hice.

- Grants
  - None

### **Personnel and Operations**

- Kudos! were given to the following:
  - Wanda Scott and Becky Ellsworth for going to great lengths to provide the Dental Radiography CEU course for 1 student who tried several times to take the course which had been canceled due to low enrollment.
  - Larry Belen as the race volunteer for a successful fund raiser benefitting MI-COPS (Michigan Concerns of Police Survivors).
  - Denise Morrison for covering all the details with KRESA's two conferences which brings over 300 high school students to KVCC – Business Bash 11/8 and the Spring Event (date TBA).
  
- Reality Check –none
  
- Hires/Resignations/Retirements
  - Karen Visser (Alumni Relations Coordinator) will retire effective November 25, 2013.
  - Steve Doherty will work with HR to fill the Alumni Relations Coordinator position.

### **Other**

- Open Enrollment starts today.
- Campus closure on December 23<sup>rd</sup> will be 5:00 p.m.
- The Kalamazoo Valley Museum had the largest October attendance in several years.
- The Groves Corporate Training and MI Works! collaborated to support Fabri-Kal in an application for Skilled Trades Training Funds - Fabri-Kal received a \$27,500 grant to fund training for their maintenance staff.

**Next Meeting** – The next regular Cabinet meeting is scheduled for:  
***Tuesday, November 19, 2013 at 8:00 a.m. in the Board Room, 3365.***