

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of May 12, 2009 Cabinet Meeting  
**Date:** May 12, 2009

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

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### TBO Discussion

- a. Personnel Items –
  - Reported that Gloria Barton-Beery will begin her new job as director of nursing on July 1.
  - Announced that Lynnette Ballard, Haley Crites and Turkessa Hepburn have resigned.
- b. Reality Checks
  - Mentioned challenges with the process when people terminate employment to ensure all KVCC equipment is returned to the college.
- c. Kudos! were given to the following people:
  - Terry and his staff for the excellent survey results for our computer labs.
  - Kandiah Balachandran, Charlie Fuller, Doug Martin, Natalie Patchell, Cynthia Schauer, Larry Taylor and all of the PTK students who coordinated Saturday's "Green Revolution."
  - Amy Louallen, Nick Rankin and Nancy Taylor for the development of the "on boarding" process.
- d. Other TBO Items:
  - **Engaging Everyone** – Briefly discussed how Cabinet members are moving forward with embracing strengths with their staff members.
- e. Book Discussion – Distributed copies of the book "Strengths Based Leadership." Bruce will lead the discussion of the first section of the book on May 26. Sandy and Dennis will follow with the next two sections.

### Approval of Minutes

The minutes of the April 28, 2009 meeting were approved as presented.

### Other

- Louise reported she has talked to the equalization department and our estimate of 1.5% for SEV was on target for this year with only a .5% increased projected for FY 2010.

- The UC4 consultants and a Higher One representative are on campus this week.
- Steve reviewed the summer enrollment report comparing where we are today with the end of last summer showing we are up around 10 percent.
- The Police Academy graduation is today and KAFI begins this weekend.
- Heard an overview of a meeting with healthcare I.T. folks from around the region regarding the health records I.T. project. It may provide a wonderful opportunity for KVCC for training and development in concert with this initiative.

### **Other Discussion Items**

- **Budget Planning**
  - Marilyn and Mike shared information from a meeting they attended last week in Lansing at MCCA to hear about the State's economy and projections for the future. It is a long term problem and next year could be worse than this year. An executive order is anticipated for fall 2009.
  - Marilyn distributed a draft proposal for the establishment of a financial task force to deal with the looming financial crisis. The Cabinet members were asked to review the proposal and bring back recommendations next week for possible members of the task force.
- **Academic Calendar for 2010-11** – Accepted as presented.
- **First Reading of Proposed Revision to CMOP 3080** – The Cabinet members were asked to review the changes to the policy that were recommended by the college attorney and be ready to discuss next week.
- **First Reading for Proposed CMOP for Red Flag Rules** – Accepted for a first reading the proposed CMOP for red flag rules.
- **Discussion on Collecting Student Data** – Terry will come back with a recommendation in two weeks.
- **Tuition Refund Deadlines** – It was reported that Lori Evans, Mary Lawrence, and Brenda VanderRoest are meeting to discuss the possible changes in refund deadlines and a recommendation will be coming back to the Cabinet in two weeks.
- **Travel – the following items were reported for the record:**
  - Cindy Buckley and Traci Thompson attended the “green jobs” conference in Lansing on May 11, 2009.
  - Gwen Conarton, Carol Heeter and Jolene, Osai will attend WebFocus training II to be held in Troy, June 18-19, 2009.
  - Jenny Ott will not be attending the strengths training workshop.
  - Gerri Jacobs will attend the MACRAO meeting in Cadillac, June 18-19, 2009.
  - Steve Walman will be attending the May 15-17 PTK regional convention instead of Natalie Patchell.
  - Laura Cosby will attend an enrollment planners' conference in Chicago, July 15-17, 2009.
  - Dick Shilts will attend the Michigan Athletic Association meeting in Bellaire, May 31 to June 3, 2009.

▪ **Grants**

- Authorized the submission of a grant request to the MCOLES Justice Fund in the amount of \$90,000 for a Southwest Michigan Law Enforcement Consortium program.

**Next Meeting** – The next regular Cabinet meeting is scheduled for Tuesday, May 19 and will begin at 7:45 a.m. in the Board Room. Cabinet members were asked to bring their calendars in order to schedule the next Management our Enrollment planning meeting.