

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 27, 2009 Cabinet Meeting
Date: October 27, 2009

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

Members Absent: Horton and Hutchins

TBO Discussion

- a. Personnel Items:
 - o No personnel items shared.
- b. Reality Checks:
 - o Reminded everyone that once the new brand is rolled out, implementation of the new brand will be centralized through the marketing department. A “standards” manual is in the process of being developed for the use of the College’s new logo and brand identity.
- c. Kudos!
 - o None mentioned.
- d. Strengths Discussion:
 - o Everyone shared how they have used their strengths.
 - o Book Discussion – Agreed that we will not continue reading “From Hire to Liar” and that we will select another book.

Approval of Minutes

The minutes of the October 20, 2009 meeting were approved as presented.

Other

- Louise reported that she is beginning budget reviews, looking at revenues and expenditures of the various departments. This review is crucial as the Cabinet begins to look at enrollment for winter 2010. This will be discussed in more detail at the November 10 Cabinet meeting.
- Reminded everyone to update their “related parties” form.
- Reported that the *Open Enrollment Benefits Packets* have been delivered. Employees can complete their annual employee benefits elections online, Monday, Nov. 2 through Friday, Nov. 13.
- The human resources department is working to update all position postings to ensure they reflect the strengths required for various positions.
- Heard a brief overview of last week’s test of the emergency notification system, including text messaging.
- Several articles in the *Community College Journal* and *AACC Times* were briefly discussed – Cabinet members were asked to carefully read these publications – they need to be on our regular reading list.

Other Discussion Items

- **Update on Grant Initiatives**
 - Kathy talked about some of the strategies needed by the College in order to be more successful in obtaining federal grants, especially in identifying where we are really innovative and can demonstrate how we will use the money.
 - She will share an update on progress at the December Board meeting.
- **Review of Student Goals Proposal**
 - The proposal for collecting student goal information through surveys conducted during the student registration process was reviewed and discussed.
- **Continue Discussion Regarding the Progress Charts**
 - Agreed that the various progress charts, as amended, will be posted.
- **Patient Care Academy Changes**
 - Reviewed and discussed the revised budget for the Patient Care Academy. The proposed fee for the academy in the amount of \$1,995 was approved.
- **ACC Parking Recommendations**
 - Discussed the proposal to change the parking subsidies/fees for students and employees at the Arcadia Commons Campus. The challenge of monitoring student class schedules at the ACC in validating the parking passes was discussed.
 - Considered the possibility of implementing parking fees for all students (TTC and ACC) and have the College pay for student parking at the ACC. This would provide equity for the students taking classes at the ACC.
 - It was agreed that a committee chaired by Ken Colby would be formed to look at the issues and bring back a recommendation to the Cabinet. It was suggested that Dan Maley could be on the committee as well as one person from financial services and one person from the Arcadia Commons Campus.
- **Public Safety Proposal**
 - Heard a brief update on the process to create the public safety department at KVCC. In accordance with state law, the College will need to hold two public hearings, receive Board and State approval as well as establish a public safety committee.
 - This will come back to the Cabinet as this process moves forward.
- **Travel – the following items were reported for the record:**
 - Kevin Dockerty will attend an American Government symposium, November 5-6, in New York.
 - Louise will attend a risk management workshop at Macomb Community College on November 10.
 - Kathy Johnson will attend a wind and renewable energy conference in Detroit, Nov. 3.
- **Grants**
 - Discussed the possibility of submitting a grant with outreach to high schools on renewable energy training opportunities.
 - It was agreed that budget changes for innovative thinking grants, as long as the proposed change does not exceed the Cabinet-approved bottom lines, can be submitted on budget change forms.
 - Reported that the College was turned down for a grant that was applied for through Michigan Works! Our proposal focused on a renewable energy initiative using solar power. We learned that the only proposals to move forward were related to battery power.

Next Meeting – The next meeting is scheduled for November 3 at 8 a.m.