

CABINET MINUTES

Kalamazoo Valley Community College Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of April 13, 2010 Cabinet Meeting
Date: April 20, 2010

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

TBO Discussion

- a. Personnel Items:
 - No personnel items reported.
- b. Reality Checks – shared the following challenges:
 - Preparing succinct minutes for committees meetings.
 - Getting new scholarships established.
 - “Forced Password Changes” caused delays for some students during registration for fall.
- c. Kudos! were given to the following:
 - The members of KVCC’s PTK Alpha Rho Nu chapter who received an international leadership award for their recycling project on campus and to Cynthia Schauer for her leadership.
 - All the staff members who entered 4,000 plus ACT scores last week.
- d. Engaging Our Strengths
 - Talked about which strengths we wanted and do not have in our top five.
- e. Brutal Facts
 - Stressed the need to ensure we have measurable outcomes and goals from each of *Managing Our Enrollment* and *Institutional Planning* committees and for our vice presidents to prepare goals that extend into the next year. In addition, we need to ensure that staff members understand those goals. This is necessary in order for the College to continue to move forward and at a defined higher level of accountability.
- f. Book Discussion
 - Postponed until next week.

Approval of Minutes

The Cabinet approved the minutes of the April 6, 2010 meeting as presented.

Other

- Authorized the ExpressWays budget for FY 2011 in the amount of \$132,800.
- An agenda item for next week will include a discussion about student I.D. cards.
- Capital outlay requests for FY 2011 were distributed – the requests for equipment came in higher than anticipated and the list needs to be pared down. The vice presidents were asked to review their requests and submit changes to Louise.

- Reported that the Arcadia Commons Campus is hosting an employment and empowerment expo on April 22 and that lunch will be provided for the volunteers.

Computer Usage Violations – 2nd Reading

It was MOVED, SECONDED and CARRIED to approve the computer usage violations procedures as presented.

Summer Hours

Agreed that summer hours will begin Monday, June 14 and end Friday, August 27 with the following standard office hours: Monday to Thursday – 8 a.m. to 4:30 p.m. with ½ hour lunch and 8 a.m. to 12 noon on Fridays. Web pages where offices hours are posted should be updated as appropriate.

Retiree E-Mails

Discussed the challenges with and the cost of maintaining KVCC e-mail accounts for retirees. It was agreed that retirees will be transitioned to Google e-mail.

Travel – the following items were reported for the record:

- Susan Ayers, Patrick Conroy, William deDie, Valerie Jones, Eunice Levy, Lisa Winch and Caroline Whiting will attend the ERAC/CE workshop in Kalamazoo, May 13-15.
- Lisa Breithaupt and Trish Schroeder will attend the Michigan Skills Summit in Lansing, April 27.
- Cindy Buckley and Jim DeHaven will attend a wind power conference in Dallas, May 23-26.
- Lois Baldwin and Laura Cosby will attend the MIAHEAD Conference in Lansing, May 13.

Grants

- It was reported that representatives from the Kalamazoo Community Foundation will be on campus today regarding a potential grant.
- Heard about the potential for a large grant regarding “college readiness” sponsored by the U.S. Dept. of Education. Possible partners for the grant could include WMU, KVCC, the Kalamazoo Public Schools, the Kalamazoo Promise, and/or other schools located in “promise” zones around the state.

Next Meeting – The next meeting is scheduled for **April 20, 2010 at 8:00 a.m.**