

CABINET MINUTES

Kalamazoo Valley Community College Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of Sept. 14, 2010 Cabinet Meeting
Date: Sept. 14, 2010

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

TBO Discussion

- a. Reported on the following *Personnel* items:
 - o Nora Evers has been appointed the new dean for liberal arts and is scheduled to begin on Sept. 16, 2010.
- b. Reality Checks:
 - o Getting the new logos/brand on all marketing pieces.
- c. Kudos!
 - o Kudos were given to everyone for the great start to the fall semester.
- d. Book discussion:
 - o The new book "*The Unthinkable*" was distributed and Sandy was asked to present the introduction at the next meeting.

Approval of Minutes

The Cabinet approved the minutes of the Sept. 7, 2010 meeting as presented.

Other

- o The external auditors are on campus working to prepare the FY 2010 audit.
- o Briefly reviewed a graph of a time line for technology innovations prepared by Gartner Research.
- o It was agreed that auditorium rental and equipment fees can be waived for memorial services for employees/retirees who have passed away – however, any other costs, such as food or other rental fees separate from the memorial service itself, would be applicable. It was also agreed that the facility rental guidelines/procedures manual will be updated to reflect this change.
- o Reported that a recommendation to contract with *Energy Education* to implement an energy conservation program at KVCC is on the September Board agenda.
- o KVCC's annual "Constitution Day" is scheduled for September 17.
- o Heard a brief report on middle colleges and KVCC's possible involvement.
- o Mentioned that community colleges may soon be required to post budget information on the Internet. This is already a requirement for all K-12 schools in Michigan.
- o Agreed that Dan Maley and Lauren Beresford will take the lead on establishing KVCC's sustainability committee.
- o Reminded the Cabinet that reports on our planning/priorities will be need to be reviewed by the Cabinet before the October Board meeting.

- In FY 2008/09, more than 20% of students served resided in the western Michigan region outside of Kalamazoo County.

Review of Our Data Collection Efforts and Discussion on “Achieving the Dream”

Kathy Johnson shared a brief update on the types data needed for various grants. Questions were raised regarding the prioritization of grants – some of the top areas we are considering for grants include developmental education, alternative energy, food processing and preparation/culinary, security, and health care. Kathy mentioned that funding opportunities could be enhanced when we collaborate with other colleges; collaboration is becoming more of a requirement.

Kathy shared a brief overview of the “Achieving the Dream” initiative which reinforced the need for our continued efforts on data collection and to document student success rates.

Review of Innovative Thinking Grants Annual Report

The FY 2010 ITG annual report was briefly reviewed. Cabinet members were reminded that the ITG quarterly reports for FY 2011 are due Oct. 1.

Travel – the following travel items were reported:

- Lynn Berkey and Rick Ives will attend Core Tech training in Holland, Michigan, Sept. 16.
- Majida Beattie and Ben Ulman will attend LEN training programs in Grand Rapids on Sept. 20 and Sept. 23.
- Majida Beattie will attend a workshop on interview interrogation in DeWitt, Sept. 29-30.
- Roger Miller will attend the MCCA and NJCAA athletic directors’ meetings scheduled for Sept. 27-28 at Ancilla College in Plymouth, Indiana.
- Bob Bechtel and Sue Newington will attend the Banner Users’ Group meeting at Lansing Community College, Oct. 22.
- Cheryl Almeda will attend the National Council of Teachers of English Annual Conference being held in Orlando, Florida, Nov. 19-21, 2010 – she is presenting at the conference.
- Kandiah Balachandran will attend the American Assoc. of Petroleum Geologists, Eastern Section meeting in Kalamazoo, Sept. 25-29.
- Gordon Bielby, Jack Bley, Darrell Davies, Verne Mills, Cynthia Schauer and Mary Walters will attend the Michigan Community College Biologists fall conference in Traverse City, Oct. 22-24.
- Ron Hoffman and Larry Taylor will attend the Trends conference in Grand Rapids, Oct. 7-8.
- Amy Louallen will attend the Michigan Community College Human Resources Association fall conference in Bay Harbor, Michigan, Oct. 6-9.
- Michelle Adams and Dave Jones will attend the “Building Reports with Report Painter” training in Troy, Michigan, Oct. 4-7.

Grants

- No additional update on grants.

Next Meeting – The next meeting is scheduled for ***Tuesday, September 21*** and will begin at ***9 a.m.***