

# Kalamazoo VALLEY™

## community college

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of Sept. 21, 2010 Cabinet Meeting  
**Date:** Sept. 21, 2010

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

**Guest:** Mike McCall

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### Seniors and Wellness/Fitness Classes

Mike McCall shared some of the issues related to the senior tuition waiver program and discussed possible resolutions/options to alleviate the problem. This will come back to the Cabinet for further discussion at a future meeting.

### TBO Discussion

- a. Reported on the following **Personnel** items:
  - o Jason Kovacs is the new computer lab technician.
  - o The switchboard operation will be relocated to Media Services with Sandy Fletcher supervising the unit.
  - o Bonnie McGee began Sept. 20 as the administrative secretary in the academic deans' area.
  - o Brian Rouse is the new part-time lab technician at the M-TEC.
- b. Reality Checks:
  - o Reminded the Cabinet that all new publications need to reflect our new Brand.
  - o Shared some frustration about the bureaucracy that was encountered when trying to establish a new scholarship for a specific population of students in a non-credit program.
  - o Confusion on the use of "permit to enter" forms.
  - o Dennis reported he followed up on an earlier "reality check" about students registering for a particular course without the necessary prerequisites – the syllabus for the course in question had not been updated and the issue has been resolved.
- c. Kudos! were given to:
  - o Roger Miller's handling of financial aid issues for a couple of students.
  - o To everyone in facilities, grounds, and security/safety for the help to ensure a smooth start to the start of the semester, in particular with parking.
- d. Book discussion:
  - o Sandy led the discussion of the introduction and chapter one for "*The Unthinkable.*" Steve was asked to present chapter two at next week's meeting.

### Approval of Minutes

The Cabinet approved the minutes of the Sept. 14, 2010 meeting as amended.

**Other**

- Reconfirmed the holiday schedule for 2010 through the end of the calendar year.
- The “transcript of competencies” for the patient care academy was briefly reviewed.
- A draft of the academic calendar for FY 2011-2012 was distributed – it will be reviewed at the next Cabinet meeting.

**Review of Priorities for FY 2011 and October Board Reports**

- Louise reported that she will be “populating” the financial forecasting model after the audit is complete.
- Mike reported that the retention plan is moving forward.
- Dennis reported he will have more to report on the implementation of the Readiness Model and for the online learning project in January.
- Terry said there was nothing new to report on the Scorecard at this time.
- Steve reported the research committee is working to support the needs of the other areas and they are specifically looking at the data needs for the retention plan, curriculum/program review and the internal scorecard.
- Jim and his staff have been exploring the area of renewable energy/smart grid technology as a possible new academy.
- A chart of goals/objectives/time lines will be developed and posted in the Board Room.
- The Cabinet members were reminded that operational goals will be needed for every area that does not already have specific Board goals.
- For future Cabinet discussion and planning: budgeting/developing a triage plan for KVCC’s budget.

**Travel** – the following travel items were reported:

- Gloria Barton-Beery, Mary Dey, Doug Martin, Jim Taylor, Mike Tyson, and Bill Wangler will attend the Trends Conference in Grand Rapids, October 7-8. These six are in addition to the two approved earlier by the Cabinet.
- Heidi Stevens-Ratti and Chris Stroven will attend a suicide risk workshop at WMU on Sept. 23.
- Ron Welch and Maureen Brown attended the MCCA women’s basketball coaches meeting at Lansing Community College, Sept. 19.
- Ron Welch, Maureen Brown and Amber Peters will attend the BCAM annual clinic in Lansing, October 1-2.
- Sue Newington and Roger Miller will attend a financial aid workshop at Lansing Community College on November 4.
- Colleen Olson and Stacy Hoffman will attend a webinar at WMU on Wednesday, Sept. 22, regarding veterans’ benefits.
- Larry Taylor will attend the automatic transmission rebuilders seminar in Rosemont, Illinois, September 10.
- Ken Colby will attend an emergency management summit in Traverse City, Oct. 5-7.

**Grants**

- No grants reviewed.

**Next Meeting** – The next meeting is scheduled for ***Tuesday, September 28*** and will begin at ***8 a.m.***