

# Kalamazoo VALLEY™

community college

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of February 15, 2011 Cabinet Meeting  
**Date:** February 15, 2011

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

**Members Absent:** Collins and Johnson

**Guest:** Michael Hall

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## **Review of Schedule Analysis Report**

Steve Cannell reviewed the course/program/schedule analysis report which was the result of an innovative thinking project led by Michael Hall. The report is designed to help us better plan for future course enrollment and demand. Kudos were given to Steve and Michael for their hard work on this project.

## **TBO Discussion**

- a. Reported on the following *Personnel* items:
  - o Anna Barnhart has been hired to fill the 30 hour a week custodial position.
  - o Both Brian Pickrell and Joe Sparks have resigned.
- b. Reality Checks:
  - o Reminded the Cabinet that follow up is needed regarding procedures associated with student injuries.
  - o Mentioned an error with the issuance of tax forms sent to some students.
- c. Kudos! were given to –
  - o None shared.
- d. Book Discussion:
  - o Bruce led the discussion of Chap. Two for the book “Nine Shift.” Jim volunteered to present Chap. Three at the next meeting.

## **Approval of Minutes**

The Cabinet approved the minutes of the January 25, 2011 meeting as presented.

## **Other**

- o Reported that the updated employee directory will be “rolled out” this week.

- Mentioned several items that are on the Cabinet's future agenda list, including budgeting/triage, basic computer skills, and employee background checks that need to come forward.
- In an effort to be more environmentally friendly, a proposal for changes to the production of class schedules was distributed – this will be on next week's Cabinet agenda.
- Mentioned the possibility of contracting with Gallup for structured interviews rather than with the current vendor.
- Mentioned upcoming changes in payroll for various categories of employees.
- Received a copy of an article from the March 2011 *Family Circle* magazine titled "Do Kids Need College" that Cabinet members were asked to read.
- Received a copy of the "20 Forecasts for 2011-2025" as published by *The Futurist*.
- The Cabinet members were asked to carefully review the latest MCCA Weekly Board Update which discusses state budget proposals that may impact community colleges.

### **Impact Planning and Next Steps**

Tentatively agreed to meet on Tuesday, March 1, to discuss the next steps for *Impact Planning*.

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

- Dennis Bertch, Cindy Buckley and Kathy Johnson will attend the state-wide TAA Community College and Career Training Program grant application meeting at Jackson Community College on Feb. 23.

### **Grants**

- Briefly highlighted some of the grants being applied for and/or received by community colleges around the state as mentioned in the MCCA update.

**Next Meeting** – The next meeting is scheduled for ***Tuesday, February 22*** and will begin at ***8 a.m.***