

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of March 1, 2011 Cabinet Meeting
Date: March 1, 2011

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

Members Absent: Horton and Johnson

TBO Discussion

- a. Reported on the following **Personnel** items:
 - o Effective March 10, Janee Steel will be the new career and student employment advisor at the Arcadia Commons Campus.
 - o Gloria Barton Beery, effective July 1, will be moving back to her nursing faculty position.
 - o Karen Matson is retiring effective August 31.
- b. Reality Checks:
 - o Reminded the Cabinet that follow-up is still needed regarding student injuries.
 - o Mentioned the need to have a plan and/or a schedule in place for office and lab hours during semester breaks, holidays and the summer semester, including finding a balance between energy savings and student access to labs/services. This will come back for additional discussion in two weeks.
- c. Kudos! were given to –
 - o The Branding team for the awards received from the Higher Education Marketing Report.
 - o Kristine Goolsby, Cheryl Grinnell, Jane Otten and Judy Wilmarth for processing the payroll increases.
- d. Book Discussion:
 - o Jim led the discussion of Chap. Three for the book “Nine Shift.” Louise volunteered to present Chap. Four at the next meeting.

Approval of Minutes

The Cabinet approved the minutes of the February 15, 2011 meeting as presented.

Other

- o Heard a brief overview of the items on the agenda for the March Board meeting.
- o Discussed state funding issues and the impact on KVCC and mentioned the need to schedule a planning day to begin planning for next year’s budget.

- Louise distributed and reviewed information on *Web Time Entry* for payroll. The Cabinet members were asked to review their specific supervisory areas and have corrections/updates to her within the next two weeks.
- Various computer software/program upgrades are scheduled to be completed this week.
- Shared information on how we will be communicating with students regarding access to the Sindecuse Health Center at Western Michigan University.
- A draft of proposed changes to CMOP 6020 was distributed – this will be on the Cabinet agenda for a first reading on March 8.
- Mike shared a request for additional hours for an intern in the marketing area – this will come back next week after the budget is reviewed.
- Authorized Jim DeHaven to have snacks provided by the College for his Q-12 meeting with staff on January 31.

Impact Planning

The Cabinet members were reminded to begin their impact planning with their staff members.

Recommendation of Mailing of Class Schedules

It was MOVED, SECONDED and CARRIED to accept the recommendation to change the distribution and mailing of class schedules as presented.

Recommendation for Wind Academy Fees

Jim shared the budget and rationale for increasing fees for the Wind Academy. It was MOVED, SECONDED and CARRIED to endorse the recommendation as presented and to have the recommendation presented to the Board in March.

Travel – the following travel items were reported:

- Steve Walman and up to 9 PTK student officers will attend the annual PTK Leadership meeting in Escanaba, May 18-20.
- Lois Baldwin, Amanda Mathews and Russ Panico will attend a workshop on “students with emotional disabilities” to be held at GRCC on March 2.
- Mary Lawrence and Meily Lightcap will attend Excel Training in Kalamazoo, April 7 and 8; and Julie Rickey and Judy Hayes will attend Excel Training in Grand Rapids, April 26-28.
- Rick Garthe and Bill Wangler will attend the 9th annual Renewable Energy Conference on March 19 in Hastings, Michigan.
- Nick Meier will attend the Michigan High School Mock Trial Competitions in Grand Rapids and Lansing, March 5 and March 26.
- Rod Albrecht and Al Moss will attend the Respiratory Care spring conference in Dearborn, March 28 to March 30.

Grants

- Approved the submission of a grant application to the U.S. Department of Labor for a *Trade Adjustment Assistance Community College Career Training* grant. Jackson Community College is taking the lead with KVCC and 12 other community college collaborating in this grant.
- Approved the submission of a *Critical Care Recognition and Strategic Health Care* grant in partnership with Macomb, Monroe, Mott and Muskegon community colleges.

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