

# Kalamazoo VALLEY™

community college

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of April 5, 2011 Cabinet Meeting  
**Date:** April 5, 2011

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

**Guests Present:** Steve Doherty, Thomas Wrench and Karen Visser

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## **Alumni Program Presentation**

Steve Doherty, Thomas Wrench and Karen Visser presented an overview of the planning, progress and programs of the recently created alumni relations program, including the formation of an alumni relations committee, promotional pieces, video testimonials, and Facebook.

## **TBO Discussion**

- a. Reported on the following **Personnel** items:
  - o No items reported.
- b. Reality Checks:
  - o No items reported.
- c. Kudos! were given to –
  - o Steve Doherty, Thom Wrench, Karen Visser and the rest of the Alumni Relations team for the work on the alumni program.
  - o Andrew Greig and Heidi Stevens Ratti for the development of an online orientation.
- d. Strengths Discussion –
  - o The Q-12 discussions are moving forward.
- e. Book Discussion:
  - o Patricia led the discussion of Chap. 6 and & 7 of the book “Nine Shift.” Kathy volunteered to present Chapter 8.

## **Approval of Minutes**

The Cabinet approved the minutes of the March 15 and 29, 2011 meetings as presented.

## **Other**

- o Reported that Steensma Lawn and Power is donating a golf cart to the College to be used in the athletic department primarily by the baseball and softball teams.

- Agreed that all reportable incidents on campus, including damage or injuries, will be reported to the Public Safety Office. The Cabinet members were asked to communicate this change to all staff members. The Public Safety Office will be reviewing forms and procedures and working to streamline the process.
- Received a summary of the key strategies included in the U.S. Dept. of Education's "College Completion Tool Kit." Everyone was asked to look at this carefully; we need to ensure we have the data needed. This will be back on the agenda for discussion at next week's Cabinet meeting.
- Reported that on the opening day of registration for the summer semester, more than 8,800 students registered for 23,000+ credit hours.
- Discussed some of the implications for access to facilities when the college is closed during the summer and the need to perform upgrades or maintenance – more information will be shared at next week's meeting.
- Mentioned a federal proposal regarding documentation of "gainful employment" and the implications for community colleges.
- Reported that other colleges are providing refresher math programs for some developmental students; sometimes a student just needs a refresher to become successful and not an entire semester.
- Agenda for next week – first reading of proposed revision to CMOP 1110.
- Heard about a proposal to change how FLSA exempt employees report leave time; changes are also being drafted for non-exempt employees. The final recommendations will be shared with the Cabinet at next week's meeting.
- Reported that more spam e-mails are getting through the filter.
- Mentioned the questions Linda Depta raised following last week's administrative meeting and the need to have some of these questions included in our planning discussion. It was agreed that the branding team would be asked to attend next week's Cabinet meeting.
- Agreed that internship requests will be discussed at next week's Cabinet meeting.

#### **First Reading of Proposed Changes to CMOP 1080**

Proposed revisions to CMOP 1080 were briefly reviewed and accepted for a first reading.

#### **Update on Innovative Thinking Grants**

Reminded the Cabinet that any new or continuation requests for ITG funds will be reviewed by the Cabinet at next week's meeting.

#### **Budget Update**

Discussion was held on budget planning for FY 2012.

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

- Denise Lindsley and Colleen Olson will not be attending the ACT workforce development conference in Chicago as previously reported.
- Tangy Smith will attend the Annual Compass Conference in Oakbrook, April 28-29, instead of Courtney McCall.
- Roxanne Bengelink, Roger Miller, Dick Shilts and Phil Wilson will attend the *Get Motivated* seminar in Grand Rapids, April 14.
- Larry Belen will attend the Police Academy Director's meeting in Lansing, April 26.
- Cindy Buckley visited Hudson Community College in addition to her NSF team meeting at Bristol Community College, March 21-25.

- The Wind Technician Academy class will travel to Vernon Hill, Illinois to tour a manufacturing plant and to Cedar Rapids, Iowa to tour a wind turbine assembly plant.

**Grants**

- Approved the submission of a grant request to the U.S. Dept. of Homeland Security in the amount of \$14,400 for four security radios with \$3,200 in matching funds from KVCC.

**Next Meeting** – The next meeting is scheduled for ***Tuesday, April 12*** and will begin at ***8 a.m.***