

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of April 12, 2011 Cabinet Meeting
Date: April 14, 2011

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

Members Absent: Bohnet

Guests Present: Jacob Arndt, Linda Depta, and Thomas Wrench

Presentation on ITG – Gaming in Education

Jacob Arndt presented an innovative thinking grant proposal for “gaming in education.”

Discussion with Branding Team

Linda Depta and Thomas Wrench presented an overview of the fall 2011 recruitment plan reflecting the College’s new brand.

TBO Discussion

- a. Reported on the following *Personnel* items:
 - o Gina Fischer resigned effective April 11.
 - o Greg Meeuwesen resigned effective April 21, and Kevin Miller, who is replacing Greg, will begin on May 1.
- b. Reality Checks:
 - o Reported on the computer glitches with the start of the fall registration and some of the steps taken to correct the issues.
- c. Kudos! were given to –
 - o Linda Depta and Thomas Wrench for their presentation of the fall 2011 recruitment plan and on the quality of the plan.
- d. Strengths Discussion –
 - o The Q-12 discussions are moving forward.
- e. Book Discussion:
 - o Kathy led the discussion of Chap. 8 of the book “Nine Shift.” Mike volunteered to present Chapter 12.

Approval of Minutes

The Cabinet approved the minutes of the April 5, 2011 meeting as amended.

Other

- Reviewed and endorsed the proposal regarding discounts on KVCC branded clothing for employees and students during specific promotional weeks to encourage school spirit and employee recognition.
- The list of capital items for FY 2011 being presented to the Board was distributed and reviewed.
- Reported that the MHTSC has recently completed several studies for international companies, including one from Germany and another from New Zealand; another study will be conducted for a firm from South Africa.
- The wind academy recently received a donation of equipment from HyTorque.
- Agenda for next week – proposal regarding college provided cell phones.
- Discussed issues related to chewing tobacco, smokeless tobacco, and individuals smoking in violation of the public health code. This will be on the agenda for next week's meeting.
- Discussed and reviewed the proposed community college metrics that will be shared with the Governor's office.

2nd Reading of Proposed Changes to CMOP 1080

It was MOVED, SECONDED and CARRIED to amend CMOP 1080, *Course Record Keeping*, as presented.

1st Reading of Proposed Revision to CMOP 1110, ACS Enrollment Report

Reviewed and accepted for a first reading the proposed changes to CMOP 1110, *ACS Enrollment Report*. The CMOP will come back for a second reading next week.

Access to College Facilities/Summer Weekends

This will come back for additional discussion at a later meeting.

Changes in Reporting of Leave Time for Exempt Employees

Reviewed the new procedures for the online monthly recording of leave time for exempt employees. The new process will be implemented effective May 1, 2011.

College Completion Tool Kit

Discussion postponed – will be part of planning meeting discussion.

Internship Requests

Authorized to extend an internship in I.T. (NETW) through the end of the fiscal year.

Innovative Thinking Grant Requests

- A new innovative thinking grant related to the ACW/KVCC and a Culinary & Healthy Living Initiative was distributed and reviewed. It was MOVED, SECONDED and CARRIED to endorse this project beginning May 1, 2011 through June 30, 2011 and for consideration for the first full year beginning July 1, 2011 in the amount of \$81,034 for FY 2012.

The following FY 2011 ITG projects were moved forward for consideration for funding for an additional year (for FY 2012):

- The 3rd year request for the Re-Branding Initiative in the amount of \$80,041, including benefits for the special assignment position.
- The 2nd year request for the Public Safety Office Internship project in the amount of \$24,200.

- The 2nd year of the Web Focus/CIS Intern project in the amount of \$143,274.96.
- The 2nd year of the Web Re-Design Initiative in the amount of \$298,133.87.
- The 3rd year of the Patient Care with a net proposed cost of \$17.44.
- The 3rd year of the Financial Forecasting and Analysis project in the amount of \$6,698.

The following ITG projects/budgets for FY 2012 will be reviewed by the Cabinet at next week's meeting:

- Institutional Advancement/Alumni Relations
- Student Strengths Initiative
- Wind Academy
- ExpressWays
- Gaming in Education
- The Cube
- Online Education

Travel – the following travel items were reported:

- Judy Rose will attend the SHRM spring conference in Chicago, May 4-6. It was reported that 100 percent of her costs will be paid by SHRM.

Grants

- Authorized the submission of a \$12,000 grant request to the KVCC Foundation to provide funding for the museum's Gibson Guitar Heritage project.

Bring Calendars for Planning Date

Agreed to meet on the afternoons of April 27 and April 28 for planning and budgeting discussions and that Linda Depta will be invited to attend regarding the discussion on marketing/planning for the future.

Next Meeting – The next meeting is scheduled for ***Tuesday, April 19*** and will begin at ***8 a.m.***