

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of April 19, 2011 Cabinet Meeting
Date: April 19, 2011

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

TBO Discussion

- a. Reported on the following **Personnel** items:
 - o Mike Chandler is transferring from his part-time position in grounds to a full-time custodial position.
- b. Reality Checks:
 - o No new items reported.
- c. Kudos! were given to –
 - o Andrew Greig for his work on the student survey regarding program plans.
 - o Bob Bechtel, Lynn Berkey, Denise Blanchard, Cindy Buckley, Lauren Beresford, Lori Evans, Andrew Greig, Nate Hartmann, Carol Heeter, Mary Lawrence, David Lynch, Dan Mondoux, Mark Sloan and Lesa Strausbaugh for their hard work and initiative in developing changes in the ACS count date process.
- d. Book Discussion:
 - o Mike led the discussion of Chap. 12 of the book “Nine Shift.” Ideas for the next book are being sought.

Approval of Minutes

The Cabinet approved the minutes of the April 12, 2011 meeting as submitted.

Other

- o A summary of pending state house and senate bills that will impact community colleges was distributed. Information on these bills will be shared at the college wide meetings.
- o The proposed community college metrics were reviewed, including the status of KVCC’s ability to report the required information. The draft metrics will be shared at this Friday’s college wide meetings.
- o Reported that our wireless access at the college has been improved.
- o Reported that that the April 27 and 28 Cabinet planning meetings will be held at the Groves Campus in Room A1420-2.
- o Reported that the three food service vendors have been interviewed and their proposals are being evaluated.

- Reminded the Cabinet that invoices need to be processed through the financial services offices.
- Mentioned an article in the *Grand Rapids Press* which listed the names and salaries of all employees who earned more than \$100,000 – there is a possibility that this same information may be requested by the *Kalamazoo Gazette* and reported for KVCC employees as well.
- Reviewed and amended the draft agenda for the April 27-28 Cabinet planning meeting.

2nd Reading of Proposed Changes to CMOP 1110

It was MOVED, SECONDED and CARRIED to amend CMOP 1110, *ACS Enrollment Report*, as presented.

Discussion Regarding College-Provided Cell Phones

Reviewed and endorsed a proposal to amend the College's procedures regarding work-related cell phones.

Discussion Use of Tobacco Products on Campus

Information from the student, employee and faculty handbooks regarding the College's smoking policy was distributed. It was agreed that we will re-write our policies to include the prohibition of tobacco products. A draft of the revised policies will come back to the Cabinet in two weeks.

Continuing Discussion Innovative Thinking Grant Requests for FY 2012

The following ITG projects/budgets were **tentatively** approved for FY 2012:

- Faculty Success Center – Approved \$42,393.75.
- Institutional Advancement/Alumni Relations – Approved \$83,363.09.
- Student Strengths Initiative – Approved \$174,190.52.
- Wind Academy – Approved (net cost -\$5,972.55).
- ExpressWays – Approved \$125,091.73. It was noted that a 4th year for this grant was approved because the program received a community foundation grant.
- Programmer/Implementer to better use the Banner system to streamline finance/HR payroll processes. Approved \$104,786.08. (NEW for FY 2012)

The following will come back for additional review:

- Gaming in Education – Discussion postponed until more detailed budget information is known.
- The Cube – On hold pending additional budget information.
- Online Education – On hold pending additional information.
- Three new ITG requests possibly coming forward for FY 2012: 1) mechatronics/curriculum development, 2) a human resources initiative, and 3) financial aid Banner programming needs (discussion is needed regarding the prioritization of the list of I.T. programming projects).

The International/Intercultural Center ITG project is being recommended for general fund for FY 2012 at a reduced amount - \$24,000 – this will be part of the ongoing budget discussion for FY 2012.

Approved for FY 2011 (May 1-June 30, 2011) the new ITG for Culinary/Health Wellness initiative in the amount of \$7,500.

Travel – the following travel items were reported:

- Colleen Olsen and Sue Visser will attend the Michigan Army National Guard Servicemembers Opportunity Colleges workshop in Grand Rapids on April 20.
- Roger Miller and Dick Shilts will attend the MCCA Athletic Directors' meeting in Bellaire, Michigan, June 5-9.

- Lois Brinson Ropes will attend the Michigan Educators Apprenticeship and Training Association spring conference in Frankenmuth, May 11-13.
- Lois Brinson Ropes and Diane Finch will attend the Michigan Career Educator & Employer Alliance annual conference to be held in Mt. Pleasant, June 15-16.
- Ken Colby and Dan Maley will attend a Homeland Security workshop in Grand Rapids, May 3-5; and Rick Ives, Mark Sheffer, and one other officer will attend the same meeting on May 4 – there is no cost to the College for this training.
- Cindy Buckley and Tom Sutton attended a meeting at Lorain County Community College in Lorain, Ohio on April 18.

Grants

- No new grant requests presented.

Next Meeting – The next meeting is scheduled for ***Tuesday, May 3*** and will begin at ***8 a.m.*** The Cabinet planning meetings are scheduled for Wednesday, April 27 and Thursday, April 28 – both beginning at 12 noon at the Groves Campus.