

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of May 3, 2011 Cabinet Meeting
Date: May 3, 2011

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

Members Absent: Cannell and Hutchins

TBO Discussion

- a. Reported on the following *Personnel* items:
 - o Kevin Miller began May 2 as the new wind academy instructional manager.
 - o Kristine Goolsby resigned effective April 29 from her full-time position in human resources.
- b. Reality Checks:
 - o Suggested the need to make the decision regarding summer hours earlier in the year to allow time to address scheduling related issues.
- c. Kudos! were given to –
 - o Everyone who helped with graduation on Sunday.
 - o Roger Miller for his work to develop a consortial arrangement with WMU for awarding of financial aid for dual enrolled students.
 - o Andrew Greig for his work to develop printable pay stubs through VIP/Banner.
 - o Our student interns who participated in the income tax assistance program.
- d. Book Discussion:
 - o Future reading suggestions were shared, including the book *Onward*, by Howard Schultz, and/or the possibility of everyone selecting a relevant article to share with the group on a rotating basis. Discussion will continue at next week's meeting.

Approval of Minutes

The Cabinet approved the minutes of the April 19, 2011 meeting as submitted.

Other

- o Mentioned changes in the payroll process for documenting and paying overtime – this will come back for further discussion next week.
- o Training for the exempt employee monthly leave reporting/authorization process is ongoing.
- o The template for the College's new faculty/staff newsletter, *Insight*, was distributed. The new publication replaces the *Digest* with the inaugural issue to be published May 4.

- If dollars are available, it was agreed that the Human Resources office would be authorized an additional 30 hours of internship time thru June 30.
- Briefly reviewed the agenda for the May 10 Board meeting – it includes a curriculum report, a presentation about the College's alumni program, and the recommendation for tuition/fees.
- Mentioned that some colleges are offering self-defense and safety awareness workshops for their students.

Use of Tobacco Products on Campus

The draft of the proposed revisions to the wording of smoking and tobacco use for the student, employee, and faculty handbooks was reviewed and approved as amended.

Continuing Discussion Innovative Thinking Grant Requests for FY 2012

Noted that there are still a couple of ITG requests for FY 2012 coming forward, including one for health care and another for gaming. The ITG request for human resources was approved at last week's planning meeting.

Follow Up From April 27-28 Planning Meeting

The draft worksheet for planning for FY 2012 and beyond was distributed and reviewed. Goals and metrics need to be filled in, including the baseline measurements for FY 2010. An updated worksheet will be reviewed at next week's meeting and will include a discussion on metrics for FY 2013. After the worksheet is finalized, it will be shared with the Board at its annual planning meeting.

Travel – the following travel items were reported:

- Sue Hollar, Tim Kane, Jon Stasiuk and Lisa Winch will attend the 4th annual joint education conference in Coopersville, Michigan, June 22.
- Gloria Barton Beery, Dan Benard, Al Moss and Jim Taylor will attend the Michigan Simulation Collaborative meeting at Lansing Community College, May 25.
- Gloria Barton Beery will attend the MCNEA meeting in Traverse City, June 9-10.
- Jim Taylor will attend the MODAC meetings to be held June 2-3 at Montcalm Community College and on August 4-5 at Mid Michigan College.
- Bob Bechtel, Roger Miller and Sue Newington will attend an information exchange meeting at Grand Rapids Community College, May 17.
- Lois Baldwin and Maria Buccilli will attend the Mi-Ahead workshop in East Lansing, May 20.
- Kathleen Cook and Laurie Dykstra will attend the June 8 *Conference for Women* in Grand Rapids.
- Louise Anderson and Mary Lawrence will attend a Plante & Moran Higher Education Update meeting in Lansing on May 13.
- Kathy Johnson was authorized to submit a request for consideration to participate on the Council for Resource Development Federal Funding Task Force to be held in Washington DC, Nov. 6-9.

Grants

- Authorized the submission of a grant request to the Segway Corporation in the amount of \$7,000 for the purchase of a Segway for use by security.

Next Meeting – The next meeting is scheduled for ***Tuesday, May 10.***