

# Kalamazoo VALLEY<sup>TM</sup>

community college

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of May 10, 2011 Cabinet Meeting  
**Date:** May 10, 2011

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

**Members Absent:** Hutchins

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## **Approval of Minutes**

The Cabinet approved the minutes of the May 3, 2011 meeting as submitted.

## **Other**

- Agreed that someone from the M-TEC will be trained in travel procedures.
- Mentioned the safety procedures that are in place for the climbing tower.
- Announced that our women's softball team won the state tournament.
- Heard an update on state funding.
- Received an overview of the agenda for tonight's Board meeting.
- Discussed some of the issues regarding non-credit academies and equating the training back to credit to better accommodate financial aid requirements for students with G.I. bill benefits.

## **Changes to the Payroll Process**

Received an update on the changes to the payroll processes for non-exempt employees beginning effective July 1 – training for the new procedures will begin in June.

## **Continuing Discussion Innovative Thinking Grant Requests for FY 2012**

- The ITG request for "Interpersonal Communication Using Games" was distributed and reviewed. It was MOVED, SECONDED and CARRIED to accept this request as proposed in the amount of \$48,958.87. It was noted that the first class will be ready by winter 2012.
- A proposal for a "mechatronics" academy is in the process of being developed – a formal proposal will be coming forward next week.
- Mentioned the exploration of the "Fab Lab" prototyping concept. Here is the link to Lorain County Community College's [Fab Lab](#).
- A proposal for Healthcare Simulation is being drafted and will be coming forward for consideration by the Cabinet.

**Review of the Cabinet's Planning Worksheet**

The draft planning worksheet was distributed and reviewed. The Cabinet members were asked to provide Patricia with the information for the metrics as well as the FY 2010 baseline numbers before next week's meeting. After the worksheet is finalized by the Cabinet, it will be reviewed with administrators next week and then shared with the Board at its annual planning meeting in July.

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

- Ken Barr, Jr. and Christina Hayes will attend the "Strengths in Education" conference in Omaha, NE, June 7-10 and Diane Finch will attend the same conference, June 8-10.
- Gerri Jacobs will attend the MACRAO Summer Summit in Cadillac, Michigan June 15-17.
- Aubrey Hardaway will attend the ERACE/CE workshop July 19-21 at the Douglass Community Center.

**Grants**

- No grants presented.

**TBO Discussion**

- a. Reported on the following *Personnel* items:
  - Dick Shilts has announced his retirement from his athletic director position effective June 30.
  - Trudy Wright has announced her retirement effective June 30.

**Next Meeting** – The next meeting is scheduled for ***Tuesday, May 17.***