

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of May 17, 2011 Cabinet Meeting
Date: May 17, 2011

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

Members Absent: DeHaven and Kocher

Guests Present: Cindy Buckley and Lesa Strausbaugh

Presentation of Mechatronics ITG Request

Cindy and Lesa distributed and reviewed an Innovative Thinking Grant proposal for a new non-credit academy in “mechatronics.” It is proposed to be an 18-week academy that develops core competencies in the fields of mechanics, electronics, and information technology.

TBO Discussion

- a. Reported on the following **Personnel** items:
 - TJ Gill has terminated his position in the Wellness/Fitness Center effective May 4 – his 30-hour a week position will be posted.
- b. Reality Check – No new items reported.
- c. Kudos! Were given to:
 - Marty Myers and Jeff Roseboom on their leadership to improve our procedures and handling of hazardous materials to ensure compliance with State regulations – a representative from DEQ conducted a surprise inspection and was impressed with our compliance.
 - Denise Baker and Steve Doherty for their hard work on the very successful *Opportunities for Education* dinner.

Approval of Minutes

The Cabinet approved the minutes of the May 10, 2011 meeting as submitted.

Other

- Reported that our Wind Turbine Technician Academy has received the “Seal of Approval” from the American Wind Energy Association (AWEA).
- Agreed that the human resources’ staff members who coordinate staff development will be relocated to the vacant offices in the ATC.

- The new online “Student goals’ survey” was reviewed and suggestions were made to streamline the questionnaire. It was reported that the information collected can be automatically transmitted to the Student Success Center for appropriate follow up.
- Reported that an e-mail was sent to all non-exempt employees regarding the changes in payroll processes. Training for the new process will be held in June.
- Reported that [ARAMARK](#) has been selected as the College’s food service provider effective July 1. For internal events, ARAMARK should be requested as the TTC’s primary caterer.
- *Campus Works!* has a new I.T. consulting service – Terry agreed to follow up on their phone call.

Continuing Discussion Innovative Thinking Grant Requests for FY 2012

- It was MOVED, SECONDED and CARRIED to approve the ITG project for Mechatronics as proposed for FY 2012 in the amount of \$186,665.80.

Review of the Cabinet’s Planning Worksheet

An updated draft planning worksheet was distributed and reviewed. Additional information regarding baseline numbers and metrics still need to be incorporated.

Travel – the following travel items were reported:

- Craig Jbara will travel to Tucson, Arizona, June 2-4, 2011, to study the synergies between higher education, the YMCA and the healthcare community in the Pima County area.
- Majida Beattie will attend a seminar on “interview and interrogation” techniques in Southgate, Michigan, June 1-3.
- Two PTK student officers will attend the 2011 Honors Institute in Boston, MA – June 13-17.

Grants

- Reported on the creation of a database to help track and identify possible grant sources.

Next Meeting – The next meeting is scheduled for *Tuesday, May 24*.