

# Kalamazoo VALLEY<sup>TM</sup>

community college

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of May 24, 2011 Cabinet Meeting  
**Date:** May 24, 2011

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

**Members Absent:** Horton

---

## TBO Discussion

- a. Reported on the following *Personnel* items:
  - The full-time secretarial position in the athletic department and the part-time athletic director position will be filled following the retirements of Trudy Wright and Dick Shilts.
- b. Reality Check – No new items reported.
- c. Kudos! Were given to:
  - Grant Chandler and everyone involved in the *Faculty Success Center* for a very successful year.
- d. Strengths – A Gallup representative will be on campus June 28 to meet with the Cabinet beginning at 9:30 a.m. Meetings with other individuals will be scheduled throughout the remainder of the day.

## Approval of Minutes

The Cabinet approved the minutes of the May 17, 2011 meeting as corrected.

## Other

- Heard the latest information regarding state funding.
- Mentioned a change in the schedule for non-exempt employees on the new web time entry payroll process.
- Louise asked the Cabinet members to complete all necessary financial documents/invoices in accordance with the deadline dates outlined in the “year-end audit preparation” memo her office will be sending out later this week.
- The proposed manpower list for FY 2012 was distributed – it will be shared with the Board Budget Committee the first week in June.
- Authorized the change in the budget for the Wind Turbine Technician Training Academy for FY 2011.
- Reminded the Cabinet to check out the video regarding the [Fab Lab](#) at Lorain County Community College.
- Announced that we will be moving Banner to the Hewlett-Packard platform.
- The FOIA processing checklist was distributed. Cabinet members were reminded of the five-day response time line and that the President will be notified of every FOIA request.

- Reported that the Arcadia Commons West KVCC/YMCA/healthcare feasibility study project has been awarded to a group of local consultants who submitted a joint proposal.
- Reported that representatives from the Bronson Healthcare Group will be joining the ACW initiative.

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

- The Healthcare Simulation grant request was distributed and reviewed. It was MOVED, SECONDED and CARRIED to approve the grant request in the amount of \$105,430 for FY 2012.

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

Reminded everyone to submit their data to Patricia so the Planning Worksheet can be finalized.

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

- Kevin Miller will be going to Germany for two weeks in June as part of the training required for the Wind Turbine Technician Academy.

**Grants**

- Reminded everyone that a grants tracking file is located on the G-Drive. Kathy will send out a notice to the college community letting everyone know how the information can be accessed.

**Next Meeting** – The next meeting is scheduled for ***Tuesday, May 31 at 8 a.m.***