

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of June 14, 2011 Cabinet Meeting
Date: June 14, 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:
 - No personnel items reported.
- b. Reality Check – Mentioned the implementation of the plan to change some external entrances to be accessible only with employee key cards; minor glitches with access are being addressed.
- c. Strengths – Reminded the Cabinet to continue with their Q12 discussions.

Approval of Minutes

The Cabinet approved the minutes of the June 7, 2011 meeting as corrected.

Other

- Because of the large number of employees involved, it was reported that the payroll web-time entry process for non-exempt employees will be implemented in two groups over the next two months.
- Mentioned GRCC's educational partnerships and its reverse transfer initiative.
- Reported that many security personnel will be attending a local training event on Thursday.
- The HP conversion will begin soon.
- Heard an update on proposed state legislation that may impact public employees.
- An article regarding student retention from the ACCT Trustee Quarterly was distributed.
- Reviewed the agenda for tonight's Board meeting.
- Reminded the Cabinet as to who is authorized to speak to legal counsel and media on behalf of the Institution.
- The Planning Worksheet will be reviewed again at next week's Cabinet meeting – the plan will be shared with the Board at its annual planning meeting in July.

Review of Proposed Budget for FY 2012

Louise reviewed the proposed budget for FY 2012, noting that tuition revenues are based on 236,000 credit hours for the fiscal year. The Cabinet was reminded that pending state legislation may necessitate a change in the budget during the fiscal year.

Review of Community College Bill for FY 2011-2012

Reviewed the proposed community college bill, as well as some of the new clauses, including the requirements regarding transparency, cost efficiencies, transferability and reserve transfer, and performance measures. If the bill is signed by the Governor as proposed, it would be effective Oct. 1, 2011 but some of the reports included in the bill are due this summer.

Review of Remedial Education Article

Discussed the article regarding remedial education and the number of community college students requiring remedial instruction.

Discussion on Access to the College When Closed

Reminded the Cabinet that the College is closed on Friday's as part of its energy savings plan and faculty/staff should not be accessing the buildings unless it is required for their job.

Travel – the following travel items were reported:

- Jim DeHaven visited a wind farm in Benton County, Indiana on June 2.
- Nora Evers will attend the Michigan Liberal Arts Deans' meeting in Traverse City, June 16-17.
- Sandy Fletcher and Curtis Townsell will attend the Lawrence Binding Systems open house on June 23 in Troy, Michigan to learn about various new binding systems/processes.
- Laura Cosby will attend the Enrollment Planners Conference in Chicago, July 20-22.
- Colleen Olson will attend the CAEL conference "Adult Learners in a Changing Landscape" in Chicago, November 9-11.

Grants

- The announcement regarding the awarding of the TAA-CCCT grant has been pushed back to September instead of June.
- Reported that we will be submitting the grant request to the Michigan State Police later this week – the request is to help fund improvements to our radio security system.

Next Meeting – The next meeting is scheduled for ***Tuesday, June 21 at 8 a.m.***