

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of June 28, 2011 Cabinet Meeting
Date: June 28, 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:
 - Effective July 5, Jennifer Woodstock will begin her full-time position as an administrative secretary in the public safety office, Todd Meert will be the new instructional manager in the Wind Academy, and Kelly Flinn will move to full-time as a utility maintenance specialist.
 - William Magonga terminated his employment, effective June 16
 - Marilyn Betts has announced her retirement, effective September 30.
- b. Reality Check – Mentioned some of the glitches transitioning from one food service vendor to another.
- c. Kudos were given to the Facilities Services folks for their work in the cafeteria to get things ready for the new food service vendor.
- d. Strengths – Reminded everyone of the meeting with Tim Hodges from Gallup following today's Cabinet meeting.

Approval of Minutes

The Cabinet approved the minutes of the June 14, 2011 meeting as submitted.

Other

- The report on write-off of delinquent accounts was distributed and reviewed. It was noted that the highest percentage of dollars written off is attributed to financial aid debt. Discussion on compliance with reporting of student attendance to reduce the loss of financial aid dollars will continue in two weeks.
- Reviewed the list of current internships and the requests for FY 2012. It was agreed that internships, as requested, would be approved for summer and fall 2011 and that the internship budget would be revisited before the winter semester.
- Reminded the Cabinet that the new \$25 enrollment fee is not applicable for non-credit activities and that we do not reimburse employees for the registration fee.
- The Wind Academy graduation is Thursday, June 30 at 11 a.m.
- Heard an update on new federal regulations regarding financial aid disclosures related to "gainful employment" – very specific information is required to be posted on line.

- On July 6 the new www.kvcc.edu web site will be debuted.
- Novell will be upgraded mid-July.
- A discussion about the College's scorecard will be on the Cabinet agenda in two weeks.
- Last weekend's facility access report was distributed and reviewed.
- Reported that KVCC will be hosting a two-day Gallup student strengths workshop Aug. 9-10. Click [here](#) for more information about the workshop.
- An article from the *New Yorker* "Live and Learn" was distributed – it will be discussed at Cabinet on July 12.

Planning Worksheet

To be finalized next week.

Review of Draft Agenda Items for July 20 Board Planning Meeting

Briefly mentioned some of the topics for discussion/presentation at the July 20 Board planning meeting, including an update on the ACW Healthy Living Campus, the centralized employment project, financial forecasting, wellness, negotiations, the future of the fund balance, and possibly the student talent initiative.

Travel – the following travel items were reported:

- Denise Lindsley and Tangy Smith will attend a "Communication Skills for Women" workshop in Kalamazoo on July 14, 2011.
- Colleen Olsen and Dawn Pantaleo will attend the ERAC/CE workshop, July 19-21 in Kalamazoo.
- Bill McElhone will attend the Association of Midwest Museums Leadership Academy in Traverse City, Sept. 18-23, 2011.
- Ken Colby will attend the International Chiefs of Police Conference in Chicago, Oct. 23-26, 2011.
- Jennifer Woodstock attended MSP/LEIN and MCOLES training events on June 15 and June 22 in Lansing.

Grants

- Authorized the submission of a grant request to Kalamazoo County Public Safety for emergency radios, noting that there is a 25% match of \$4,039 if the grant is awarded.

Next Meeting – The next meeting is scheduled for ***Tuesday, July 5 at 8 a.m.***