

# Kalamazoo VALLEY<sup>TM</sup>

## community college

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of August 2, 2011 Cabinet Meeting  
**Date:** August 2, 2011

**Members Present:** Anderson, Bertch, Bohnet, Colby, Collins, Horton, Hutchins, Kocher and Niewoonder

**Members Absent:** Cannell, DeHaven, Johnson and Schlack

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### **TBO Discussion**

- Personnel Items –
  - Because of changes in duties, both Diane Vandenberg's and Amy Louallen's positions have been reclassified as administrative. Their titles are, respectively, Assistant Director of Student Success (effective July 1) and Director of Human Resources (effective August 1).
  - Carey Jeschke has accepted the position of senior secretary in the athletic office, effective August 2.
  - Mindy Firlan will begin this fall semester as a member of the psychology department.
- Reality Check – No items reported.
- Kudos! – No kudos reported.

### **Approval of Minutes**

The Cabinet approved the minutes of the July 26, 2011 meeting as corrected.

### **Other**

- Reported the following changes in payroll procedures for part-time staff and faculty: 1) effective September 1, 2011, non-workstudy part-time employees who are scheduled to work when the college is closed due to inclement weather or during other unscheduled closings, the part-time employee will be paid for the hours the employee was scheduled to work; and 2) part-time faculty who are absent from their regularly scheduled classes will have their paychecks docked for the period of the absence.
- Discussed the challenges of assigning a proxy for the new web time entry payroll process. It was recommended that when you assign someone as your proxy, you use that individual every time because of the complicated process to designate a proxy.
- Mentioned a complication regarding budget supervisors and who actually has budget authority. There is a disconnect as to who is approving expenditures versus who is responsible for the budget. Louise will share an update in two weeks.
- Reminded everyone that August 15 to August 18 is recognition week and that along with discounts on branded clothing in the Bookstore, two special celebrations will be held – one at the Texas Township Campus and another at the Arcadia Commons Campus – Cabinet participation is encouraged.

- Reported that the new computers and a number of other capital equipment items are arriving on campus and being set up in preparation for the start of the fall semester.
- A draft executive summary of the ITG reports will be e-mailed to the Cabinet later this week.

**Review of Accounts Receivable Report**

Mentioned again the high rate of financial aid defaults that are being written off and some of the steps being implemented by the Financial Aid Office to mitigate the problem. Suggested that an “access” report be created to evaluate the issue to see where the breakdown is occurring.

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

- Majida Beattie and Sherman Potter will attend “*The Rape Aggression Defense Systems Instructor Class*” at Wayne State University, August 10-12.
- Cindy Buckley will attend the Great Lakes Bay Wind Energy Summit at Saginaw Valley State University, August 4-5.

**Grants**

- No new grants reported.

**Next Meeting** – The next meeting is scheduled for ***Tuesday, August 9 at 8 a.m.***