

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of September 13, 2011 Cabinet Meeting
Date: September 13, 2011

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

TBO Discussion

- Personnel Items –
 - Julie Young began on September 6 as a student services generalist at the Student Service Center.
 - Olga Ivanova's last day of employment was Friday, Sept. 2.
- Reality Check – No items reported.
- Kudos! were given to the following:
 - The Cabinet and, in particular, Mike Collins for the extra help over the last couple of weeks.
 - Linda Depta and Tom Wrench for their work to develop marketing materials for the High Throughput Screening Center.

Approval of Minutes

The Cabinet approved the minutes of the August 30, 2011 meeting as presented with the clarification that students have the option to use KVCC's on campus "live scan" fingerprinting service in addition to external providers of fingerprinting services.

Other

- Heard a brief update on the agenda for tonight's Board meeting.
- Mentioned a state proposal to repeal the personal property tax assessment and the potential impact on our tax base.
- Reported on the EFE program for wind energy technicians being provided at the M-TEC.
- Reported that IRS auditors will be on campus the week of October 17 to audit our deferred compensation programs.
- All new office copiers have been installed and are in operation.
- The draft 2012-2013 academic calendar was distributed and will be discussed at next week's Cabinet meeting.
- The Civic Theater is offering discounts to college students for its performances throughout the season. Mike Collins will follow up to ensure students are aware of the opportunity.

State and Federal Reporting Requirements

A draft overview of community college state and federal reporting requirements was distributed and reviewed. The Cabinet members were asked to carefully review the documents and to identify the

person and/or departments who are responsible to ensure compliance. It was noted that a report on our compliance will be shared with the Board at a later date. This will come back to the Cabinet in three weeks for further discussion.

Discussed in further detail the new state requirement (Section 209) for expenditure reporting which is required to be posted on the college's web site by Nov. 15, 2011. A committee of MCCBOA representatives is in the process of developing proposed reporting templates/guidelines. More information will be shared as the committee makes more progress.

Travel – the following travel items were reported:

- Russ Panico and Roger Miller will attend the Fall MCCA Region 12 Athletic Directors' conference at Wayne County Community College, Sept. 26-27.
- Rick Garthe will attend the AUGI CAD Camp in Dearborn, Michigan, Sept. 14.
- Sarah Pernie will attend the Perinatal Network Conference at the Fetzer Center, Sept. 15.
- Dan Benard will attend the Michigan EMS Practitioners' meeting in Mt. Pleasant, Sept. 28.
- Discussed an accreditation site visit to be conducted by Dan Benard at another institution.
- Discussed attendance at the annual TRENDS conference, noting that five individuals were previously approved to attend and additional names were suggested at today's meeting. It was agreed that more information is needed, including a budget before approving.

Grants

- Mentioned the need to move forward on funding opportunities for our ACW project and for advanced manufacturing.

Next Meeting – The next meeting is scheduled for ***Tuesday, September 20 at 8 a.m.***