

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 11, 2011 Cabinet Meeting
Date: October 11, 2011

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

Members Absent: Colby

TBO Discussion

- Personnel Items –
 - Jeremy Minar is a new success advocate, effective Oct. 17; Naz Saebre is moving to full-time as a success advocate on Oct. 24; and Kelly Rodriguez has been hired as a senior secretary for the ITG project in Human Resources, effective Oct. 24.
 - Mentioned that a part-time employee is now hospitalized and being treated for cancer.
- Reality Check –
 - Reported that there were a few challenges for some students with the start of registration for the winter semester, mostly related to Internet Explorer 9 compatibility issues.
- Kudos! were given to the following:
 - Larissa Hunt for her leadership and coordination of College Night – it is estimated that 1,195 people attended.
 - Tony Ide and all of the facility services staff for their efforts to prepare the facilities for and clean up after yesterday's Transfer Fair/College Night events.
 - All of the computer staff for a successful start to registration.
 - Carol Heeter, Aaron Snead and Sue VanHeest for the service they recently provided regarding computer related issues and requests.

Approval of Minutes

The Cabinet approved the minutes of the October 4, 2011 meeting as presented.

Other

- Discussed some of the issues facing KVCC, including the push for nurses to have bachelor's degrees, the declining number of high school graduates in our area, and the need to ensure we continue to provide quality programs and training where students can succeed.
- Agenda for next week – approval of authority for web time entry for payroll.
- Reported that discussions are underway with representatives from American Axle regarding training programs for entry-level manufacturing jobs.
- I.T. is continuing to work on upgrading Ad Astra and replacing the HP server.

- Reported there was good coverage regarding the local manufacturer's consortium recently on Wood TV – here is a link to the [article](#) as well as the video regarding the need for skilled workers in southwest Michigan.
- Our *Wellness Expo* is scheduled for October 25 from 11 a.m. to 2 p.m. – activities are available for students and staff.
- The LGBT Student group will be posting “safe zone” stickers in various office windows (the stickers will be available in a couple of weeks – contact Chris Stroven or Karen Steeno van Staveren for more information).
- Ross Bryant will be e-mailing information regarding organizing a bowling league for KVCC employees.
- The State legislature is moving forward on the proposal to eliminate personal property taxes. If the bill is enacted, it will probably be phased in over a couple of years to help minimize the impact to the taxing jurisdictions.
- Heard a report on the agenda for tonight's Board meeting – information on the College's ACW-related feasibility study will be presented, the planning worksheet will be reviewed and presented for Board adoption, and information on the new State reporting requirements will be shared.

Review / Update Community College Reporting Workbook

The workbook on State and federal reporting requirements was reviewed and updated. It was agreed to use W2 information (truncated to nearest \$100) for the required salary reporting.

Review ITG Proposal – Turf Management Internship

Postponed until next week.

Approval of Academic Calendar for FY 2012-2013

The academic calendar for 2012-2013 was approved as presented. It was noted that there were changes to the number of faculty seminar days before the start of the fall and winter semesters.

Travel – the following travel items were reported:

- Tom Sutton will attend MiOSHA training in Livonia, Nov. 15-18.
- Craig Jbara will drive to Purdue University today to attend an advisory board meeting for the Center for Innovation & Simulation.
- Heidi Stevens-Ratti will attend the Michigan School Counselor meeting in Kalamazoo, Nov. 6-7.
- Natalie Patchell and Gloria Larrieu will attend the National Council of Teachers of English Annual Convention in Chicago, Nov. 17-22.
- Nora Evers will attend the Michigan Liberal Arts Deans' meeting in Traverse City, Oct. 21.
- Cynthia Schauer and Jack Bley will attend the Michigan Community College Biologists meeting in Lansing, Oct. 21-22.

Grants

- No items reported.

Next Meeting – The next meeting is scheduled for ***Tuesday, October 18 at 8 a.m***