

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 25, 2011 Cabinet Meeting
Date: October 25, 2011

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

Members Absent: Colby and Horton

Guest Present: Dan Maley

ITG Request – Turf Management

Dan Maley presented a proposal to implement a turf management internship program starting summer 2012. It was MOVED, SECONDED and CARRIED to accept the ITG Turf Management Proposal as presented.

TBO Discussion

- Personnel Items –
 - Heather Philbert-Aponte began on October 24 as a new data base analyst.
 - April Russell began October 24 in the vacant job share position in printing.
 - Krista Winegarden began October 10 as the administrative secretary at the MTEC.
- Reality Check –
 - No items reported.
- Kudos! were given to the following:
 - Louise Anderson, Muriel Hice, Mary Lawrence and all of the financial services staff on the success of the annual audit.
 - Sandy Bohnet, Cheryl Grinnell, Mary Lawrence, Louise Anderson and rest of the staff members who helped with the IRS audit.
 - Lisa Gruber and all of the academic counselors who served a record number of students seeking assistance during the “drop in” counseling period.
 - The Respiratory Care team for a successful accreditation site visit.
- Strengths Discussion – mentioned a staffing change at Gallup.

Approval of Minutes

The Cabinet approved the minutes of the October 11, 2011 meeting as presented and the minutes of the October 18, 2011 were approved as corrected.

Other

- The Wellness Expo is scheduled at the TTC today from 11 a.m. to 2 p.m.

- Several articles of interest were shared/mentioned, including an article from the *Community College Times* regarding math skills, another one from the *Chronicle* regarding challenges and changes facing colleges, and another from the *Kalamazoo Gazette* about cyberschools and online learning. It was suggested we should read these articles in preparation for our discussions at the upcoming Cabinet planning meeting.
- SunGard is hosting a workshop this week at the MTEC and representatives from KVCC and other community colleges will be participating.
- In preparation to upgrade the phone system on Nov. 12, the database will be “locked” beginning October 28 through November 14. No changes can be made during that time period.
- A draft of the employee wages’ document to be posted on the College’s web pages, per the requirements of the new state law regarding transparency, was distributed and reviewed.
- Cong. Upton is tentatively scheduled to speak at our Veteran’s Day event on November 10.

Web Time Entry for Payroll Approvals

Received a copy of the updated Banner signature authority list and discussed some of the challenges regarding updating the list for “web time entry for payroll” approvals as well as assigning proxies. The Cabinet members were asked to review the list for accuracy and to submit all changes to Louise by November 1.

Review and Discuss Posted “Hours of Operation”

Information regarding the College’s “hours of operation” was distributed. It was noted that there are conflicts between posted hours for campuses and posted hours for various labs, the libraries, and class starting/ending times. It was agreed that the Cabinet will need to decide the “hours of operation” for our campuses and then the responsible departments would need to ensure that their labs, classes, and offices, etc., would fall within those hours of operation. This will be back on the agenda at next week’s meeting.

Planning meeting

It was agreed to hold a Cabinet planning meeting on Tuesday, November 15. Cabinet members were asked to suggest possible topics for discussion at next week’s meeting.

Travel – the following travel items were reported:

- Rick Ives will attend the IACLEA Executive Development Institute in Evanston, IL, Nov. 13-16.
- Two ExpressWays tutors participated in a tutor training session at the Kalamazoo Literacy Council on September 12, 2011.
- Steve Gerike will attend Creston Training in Chicago, Dec. 4-7.

Grants

- No grant items reported.

Next Meeting – The next meeting is scheduled for ***Tuesday, November 1 at 8 a.m.***