

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of November 1, 2011 Cabinet Meeting
Date: November 1, 2011

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

TBO Discussion

- Personnel Items
 - Reported that Rich Konieczka has passed away.
 - Mamatha Pachika, staff accountant, will begin on November 7.
- Reality Check
 - No items reported.
- Kudos! were given to the following:
 - Roger Miller for his efforts to help ensure some of our non-credit academies are eligible for financial aid.
 - Michael Hall and Bob Bechtel on their work on our gainful employment report and to Bob for his work on the net cost calculation report.
 - Ken Barr, Jr. and Christina Hayes for their coordination of last week's student strengths panel discussion.

Approval of Minutes

The Cabinet approved the minutes of the October 25, 2011 meeting as amended.

Other

- Heard a brief summary of the success of the College's energy/cost savings efforts during summer 2011 and agreed to close on Friday's during the summer 2012, June 4-August 24.
- Agreed to print and mail the winter class schedules.
- Cabinet members were asked to review the signature authority list and send any updates to Louise.
- A second Higher One ATM will be installed on the Texas Township Campus.
- The Bookstore will be closed Nov. 3 and 4 for inventory.
- Our business incubator tenants will be moving out of the M-TEC by February 1, 2012 – the vacated offices are needed for classrooms.
- A couple of articles of interest were distributed, including one from the *Kalamazoo Gazette* regarding cyberschools and another from the *Chronicle* regarding eliminating low enrollment academic programs.
- A draft of proposed changes to CMOP 5040, cell phone use, was distributed. It will be discussed at next week's meeting.

- The College is hosting a two-day recycling opportunity for students, employees and community members to drop-off outdated/obsolete electronic equipment on November 11-12.
- The annual open enrollment period for health benefits is scheduled from Nov. 15-21.
- Heard an update on an upcoming meeting with representatives from the local intermediate school districts, southwest Michigan community college presidents and Western Michigan University regarding collaborative initiatives.

Review and Discuss Posted “Hours of Operation”

Discussed hours of operation and agreed that our posted hours of operation should be consistent with and meet the needs of instruction, the libraries, and labs. The Cabinet members were asked to provide input to Mike Collins by Friday, November 11 – it will be discussed again at the Nov. 15 planning meeting.

Suggested Topics for the Nov. 15 Planning meeting

Possible topics for the November 15 planning meeting include: graduation rates, developmental courses, cut-off scores, out-of-state travel, and minimum age to qualify for senior tuition waiver.

Travel – the following travel items were reported:

- Mike McCall will attend the MACRAO meeting in Plymouth, November 2-4.
- Jim Ratliff and Jackie Howlett attended the Michigan Library Association Annual Conference in Kalamazoo, October 26-28.
- Cindy Buckley and Tom Sutton will be touring the American Axle facility in Rochester Hills, November 8-9.
- Kathy Johnson will be attending a Federal Funding Task Force meeting in Washington, DC, November 6-11.

Grants

- No grant items reported.

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