

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of November 29, 2011 Cabinet Meeting
Date: November 29, 2011

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

Members Absent: Collins

Guests: Cindy Buckley and Lesa Strausbaugh

ITG Request – Line Worker Academy

Cindy and Lesa presented a proposal for the establishment of a Line Worker Academy. It was MOVED, SECONDED and CARRIED to endorse the academy proposal as presented.

TBO Discussion

- Personnel Items
 - The two new employment managers in Human Resources – Lisa Koshar and Susan Matlis – began on November 28.
 - The new Assistant Director of Financial Aid, Alisha Cederberg, will begin on December 12.
 - Ken Bouma has announced his retirement, effective January 31, 2012.
 - John Corbin has announced his retirement, effective May 31.
- Reality Check
 - No items reported.
- Kudos! were given to the following:
 - Kathy Johnson, Mary Johnson and Colleen Olson for their coordination of KVCC's Veteran's Day events.
 - Cynthia Schauer and Diane Vandenberg for their leadership with our PTK student group.

Approval of Minutes

The Cabinet approved the minutes of the November 8, 2011 meeting as presented.

Other

- The Financial/Business Services unit will hold its unit meeting on December 8 and food will be provided.
- Financial/Business Services staff members will be conducting training in business procedures at the Arcadia Commons Campus this week.
- A copy of the College's 2010-2011 management discussion and analysis was distributed.
- Reported that the emergency procedures' training at the Grove Campus went well.
- An updated planning worksheet was distributed – new information is printed in blue.

- The results of the new survey regarding student goals was distributed and reviewed. The information has been shared with Student Success so they can follow up with students needing assistance as appropriate.
- A two-hour demonstration for the SunGard/DegreeWorks program is scheduled for December 15 – Terry will send out more information.
- December 8 is the tentative date of HP conversion and the new version of Ad Astra will be rolled out on December 8 as well.
- On the agenda for the next Cabinet meeting will be a discussion on emergency messaging.
- The KVCC factsheet is being updated and will be posted online. In addition, wallet-sized, card-stock copies of the updated factsheet will be developed and distributed, as needed.
- Heard an update from yesterday's MCCA conference call regarding performance funding and the possibility of a new funding formula to include performance indicators and "local strategic value."

Internships

Discussed the internships' request for winter 2012 and reviewed the current budget allocation. Agreed to postpone a decision until January and after all of the fall 2011 expenditures are known.

Second Reading of Revisions to CMOP 5040

Discussed and reviewed the proposed revisions to CMOP 5040 on cell phone use. It was MOVED, SECONDED and CARRIED to approve the revisions to CMOP 5040, *Cell Phone Use*, as presented.

Hours of Operation

It was MOVED and SECONDED to implement changes to hours of operation for the Texas Township and Arcadia Commons campuses as proposed with minor changes being implemented for winter 2012 and then fully implemented for fall 2012. After a brief discussion, the motion CARRIED. It was also agreed that the weekend closing schedule for summer 2012 will officially begin on June 1 with the college closing for the weekend at 6 p.m.

Staggered/Prioritized Registration

Reviewed the proposal to change the registration process and allow students with the greatest number of credit hours to enroll first. The Cabinet agreed to begin piloting the staggered registration process for summer 2012 and fully implemented for fall 2012. It was agreed that a plan to communicate the changes to students needs to be developed.

Program Reviews

A draft of the program review proposal was distributed and reviewed. A few changes were suggested and will be incorporated into the document.

Travel

- No travel items reported.

Grants

- No grant items reported.

Next Meeting – The next Cabinet meeting is *Tuesday, December 13 and will begin at 8 a.m.*