

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of January 24, 2012 Cabinet Meeting
Date: January 24, 2012

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

TBO Discussion

- **Personnel Items**
 - Christine Wallace and Randy Pomeroy have accepted adjunct political science positions for the winter 2012 semester.
 - Mentioned the hospitalization of an employee.
- **Reality Check** – no items reported.
- **Kudos** were given to:
 - Ted Forester, Mike Olvitt, Mike Burton and the rest of the maintenance staff for their work to reduce utility consumption on our campuses and for the savings that has been generated.
 - Public Safety and Facilities staff for their handling of the nitrogen alarms at the M-TEC.
- **Other TBO Items** – No items discussed.

Approval of Minutes

The Cabinet approved the minutes of the January 17, 2012 meeting as amended.

Other

- An article from the *Community College Times* regarding graduation rates and efforts by the state of Illinois to increase the number of residents with postsecondary credentials was briefly discussed. Copies of the article will be distributed to the Cabinet after the meeting.
- Mentioned a new initiative in Detroit to grow and sell food locally.
- Reported that the Clery Act training scheduled for Jan. 27 was cancelled by the presenters from risk management and will be rescheduled.
- A summary of the strengths for the wind academy students was distributed and reviewed.
- A new set of metrics is due to be received from the Governor's office in the near future; we may need to incorporate the changes into our planning document.
- It was MOVED, SECONDED and CARRIED to push back the start of registration for the summer and fall 2012 semesters by one week.
- Reported that we currently have 114 students who have accumulated more than 100 credit hours. Their impact on our new prioritized registration process will be monitored.
- It was reported that the role and tasks of the *Curriculum and Program Committee* will be integrated into the *Course and Curriculum Council*.

- Information on long term care insurance will be e-mailed to all employees later today with informational sessions scheduled throughout the month of February; a minimum of 40 employees must enroll in order for the program to move forward.
- The Cabinet will discuss notifications at next week's meeting.

Review of Guidelines for Sending College-wide Messages

A draft of the guidelines/recommendations for sending college-wide email was distributed. It will be discussed at next week's meeting.

Travel – the following travel items were reported:

- Dan Cunningham will attend the "Mathematics in Action" conference at GVSU, Feb. 25.
- The Cabinet agreed that requests for participation in an out-of-state travel event, if recommended for consideration by a Cabinet member, will be decided by the full Cabinet on a case-by-case basis.

Grants

- No grant items reported.

Next Meeting – The next meeting is scheduled for ***Tuesday, January 31 at 8 a.m.***