

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of March 27, 2012 Cabinet Meeting
Date: March 27, 2012

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

TBO Discussion

No TBO items discussed.

Personnel and Operations

- Kudos! were given to the following:
 - Marty Myers for the active shooter training he provided to the H.R. staff.
 - The Recognition Committee for its coordination and hosting of employee recognition events the week of March 12.
 - Diane Finch and the Career Team, Linda Depta, Kathy Johnson, and Lesa Strausbaugh for their work to make last week's Career Fair and manufacturers seminars so successful.
 - Patricia Niewoonder for her help in coordinating the MCCA meeting held March 15-16 at KVCC.
 - Public Safety for their quick response in handling a student issue last week.
- Reality Check – New and Follow Up
 - Need clarification and a better understanding of how we are handling student issues.
- Hires/Resignations/Retirements – Carrie Wilson has resigned from her dental hygiene faculty position, effective the end of the current semester.

Approval of Minutes

The minutes of the March 20, 2012 Cabinet meeting were approved.

Other

- The revised procedure for handling part-time faculty absences was distributed and reviewed. The new procedure will be implemented in fall 2012.
- Agreed to continue to schedule the WPE 179 class with a start time of 6 a.m. in the Wellness/Fitness Center.
- Briefly discussed the summer schedule and re-affirmed the dates as previously announced.

- Reported that there was an error when the fees were posted for the Live Scan/fingerprinting services. It was agreed to implement the charge of \$60 as published for the category “other programs” and revisit the costs/charges for next year at a later date.
- Reported on a problem with our Omni door locking system – the problem is being resolved.
- Agreed to amend the budget for the Utility Line Worker Academy.
- Briefly reviewed the schedule and topics of discussion for the upcoming budget meetings.

Discussion and Action Items

- Discussion Regarding Teaching Assignments – reminded the Cabinet of the need to follow the policy regarding employees who teach part-time to teach a maximum of 2 classes a semester. The policy will be incorporated into the employee handbook.
- Branding/Web Development ITG – MOVED, SECONDED and CARRIED to approve the 3rd year of Branding/Web Development ITG in the amount of \$207,000.
- Card Access for Doors – briefly mentioned the transitioning to the use of access cards instead of keys. The implementation of this will be part of the overall discussion regarding security issues and procedures.
- Proposed Changes to Student Handbook – It was recommended that the student handbook be updated to include a policy specifying who is allowed to be in a classroom. A draft of the new section will be presented to the Cabinet at the next regular meeting.
- Planning Meeting Review –
 - Reviewed the draft of the President’s “planning conversations” as well as the proposed report to the Board. The Cabinet members were asked to make changes to the proposed report to the Board in preparation for next week’s planning meeting.
 - The agenda for Tuesday will include a review of: 1) the budget, 2) our objectives/planning document, 3) talk about what are the one or two things we want to focus on, and 4) manpower/retirements.
- Travel – the following travel items were reported:
 - Barbara Taraskiewicz will attend the Michigan Occupational Special Populations Association conference in Boyne Falls, May 9-11.
 - Lisa Koshar, Amy Louallen, Susan Matlis and Nick Rankin will attend a legal update sponsored by Miller-Canfield in Kalamazoo, April 24.
 - Ted Forester, Charlie Fuller, Dan Maley and Larry Taylor will attend the conference “Living in an Electrical Vehicle World” at Macomb Community College, May 20.
 - Gordon Bielby, Jack Bley, Darryl Davies, Verne Mills and Cynthia Schauer will attend the MCCB conference in Roscommon, May 18-20.
- Grants – no new items presented.

Next Meeting – The next meeting is scheduled for ***Tuesday, April 3 at 8 a.m.***