

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of April 17, 2012 Cabinet Meeting
Date: April 17, 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:
 - Mary Lawrence and Carey Jeschke for receiving Microsoft Office certification in Word.
 - Terry Hutchins and his staff and Lori Evans for the implementation of the staggered registration process.
- Reality Check – New and Follow Up
 - Shared some concerns regarding waiving of room rental fees – this will be on the agenda for April 24 Cabinet meeting.
- Hires/Resignations/Retirements – Michelle Reynolds start date as a success advocate is April 23.

Approval of Minutes

Approved the minutes of the April 10, 2012 Cabinet meeting as presented.

Other

- Reported that 37 employees are actively pursuing Microsoft Office certification and an additional 30 are in the pipeline.
- Reported that the first insurance review meeting was held last Friday.
- The revised password requirements were distributed – the new security measures for passwords will go into effect May 1.
- Heard an update on legislative issues, including the proposal to eliminate/reduce the personal property tax and on Senate Bill 1040 proposing changes to the MSPERS program.
- It was reported that the MCCA is now posting pertinent legislative issues on its website so there is no need for KVCC to maintain the same information on the G-drive. Here is a link to the MCCA [Bill Tracking Matrix](#).

- Reminded everyone that reports on the Board Ends' policies will be presented to the Board at the July planning meeting. The Cabinet members were asked to review the policies and share the appropriate reports with the Cabinet ahead of time.
- Construction of a right-turn-lane at the College's 8th Street entrance will be completed the week between the winter and summer semesters.
- Briefly discussed the issue of student "holds" and the need to have written procedures in place. This will be on the agenda next week.
- Discussed the May 7 *Leadership Summit* in Lansing and agreed that several Cabinet members will attend. The topic of the summit is on the changing higher education marketplace.

Discussion and Action Items

- ITG Requests
 - Interpersonal Communications Using Gaming – It was MOVED, SECONDED and CARRIED to approve the 2nd year of the gaming project for FY 2013.
 - Centralized Human Resources – It was MOVED, SECONDED and CARRIED to approve the 2nd year of the centralized human resources project for FY 2013.
 - The following ITG requests will be discussed at next week's Cabinet meeting: 1) Alumni Plus, 2) Developmental Education (new), 3) Healthcare Simulation, and 4) three I.T. projects (webFOCUS, student services, and financial services/human resources).
- Continue Budget Discussion
 - Executive Summary/Planning – Reported that at the April 20 meeting, Louise will present an update on the budget and the Cabinet will present a summary of the planning suggestions.
 - Perkins – Dennis reported that the Perkins budget is almost ready for submission.
 - Overall Budget – briefly reviewed vacant and requested positions and reaffirmed the need for a proposal to come forward that shows the connection between the FSC, online learning, and IDAC.
 - Louise reported she will meet with each of the vice presidents to review operating budgets.
- Discussion Regarding Learning Network – postponed.
- Review of MCCA Summer Workshop Schedule – Agreed there is no interest in attending at this time.
- Consideration of Alumni and Faculty Nominations for MCCA Recognition – Suggestions for nominations for the alumni and faculty award were shared.
- Travel – the following travel items were reported:
 - Blake Glass and James Norton attended the County Pool Operators conference in Kalamazoo, March 20.
 - Amy Louallen and Blake Glass will attend the Worksite Wellness Success Seminar in Kalamazoo, May 3.
 - Russ Panico will attend the NJCAA student athlete eligibility seminar in Colorado Springs, July 24-25.
 - Louise Anderson, Muriel Hice and Mary Lawrence will attend a workshop sponsored by Plante & Moran in Lansing on May 11.
- Grants - the following grant items were presented:
 - No new grants presented.

Next Meeting – The next meeting is scheduled for ***Tuesday, April 24 at 8 a.m.***