

Kalamazoo VALLEYTM

community college

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

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

TBO Discussion

Reminded everyone to register for the May 24 Gallup workshop.

Personnel and Operations

- Kudos! were given to the following:
 - The marketing department for the video of an alumnus who has transferred to Kettering University.
- Reality Check – New and Follow Up
 - No items reported.
- Hires/Resignations/Retirements –
 - Elyse Buffenbarger has resigned, effective April 27.
 - Ben Ash, a new success advocate, started on April 23.

Approval of Minutes

Approved the minutes of the April 17, 2012 Cabinet meeting as presented.

Other

- Reported that one of our students who started at the age of 16 has graduated and transferred to Kettering University – the marketing department has a great video interview with her. Click [here](#) for the link to the video.
- KVCC has recently joined the state-wide higher education recruitment consortium; all open positions will be posted on the site.
- Some of this year's remaining Perkins dollars will be used for capital equipment.
- Noted that Russ Panico now reports directly to Mike Collins for all aspects of his position.
- The SSC has scheduled a unit planning meeting on May 1 and food will be catered.
- A "business and finance processes" workshop is scheduled for May 4. Register online on the staff development web site.
- A draft compliance report for Board Policy 411 was distributed – it was agreed that this is the format to be used for the other reports on the Board's Ends policies.

- A draft of the executive summary for the planning worksheet was distributed – this will be discussed in more detail at the May 1 Cabinet meeting.
- Our community recycling event is scheduled for April 27 and 28.
- Reported on the registration pattern for the summer and fall semesters – the pattern is different because this was the first time for staggered registration based on the number of credit hours earned in previous semesters.

Discussion and Action Items

- *Room Rental Waivers* – Discussed some of the inconsistencies when a “for profit” entity is using our facility for training programs when some of our employees may be attending the training event. It was noted that waiver forms were not being filled out which raised contract and indemnity-related issues. The Cabinet members were reminded that waiver forms need to be completed by the requesting organization.
- *Review of Report on Late Registration for First Time Students* – Reviewed the report comparing the success rates of students who register more than three weeks before the start of the semester to the success rates of students who register three weeks or less prior to the start of the semester. It was noted that more study will be conducted, including looking at success rates of those who register the last week before the semester start as well as actual late registrations (after classes begin).
- *Review of Holds Procedures* – A draft of the holds procedures were distributed and will be discussed at next week’s meeting. Cabinet members were asked to think about where these procedures should be posted online.
- *ITG Requests*
 - Institutional Advancement/Alumni Plus ITG– It was MOVED, SECONDED and CARRIED to approve the 3rd year of the IA/AP project for FY 2013.
 - Healthcare Simulation ITG – It was MOVED, SECONDED and CARRIED to approve the 2nd year of the simulation project for FY 2013.
 - CIS WebFOCUS ITG – It was MOVED, SECONDED and CARRIED to approve the 3rd year of the WebFOCUS grant.
 - Student Services Programming ITG – It was MOVED, SECONDED and CARRIED to approve the 2nd year of student services/computer services programming grant.
 - Finance & Business Services/Human Resources Programming ITG – It was MOVED, SECONDED and CARRIED to approve the 2nd year of the grant.
 - Developmental Education ITG (New) – Discussed and shared questions regarding the grant proposal and suggested that more specific measurements regarding goals, timelines and outcomes were needed. It was agreed that Bruce and Dennis will meet with the requestors to bring back a more complete proposal.
 - The 3rd year proposal for the Online ITG was distributed and will be discussed at next week’s meeting.
 - Reminded everyone that the deadline is May 15 to have all ITG requests reviewed and finalized in preparation for next year’s budget.
- Continue Budget Discussion
 - Briefly talked about last week’s budget meeting.
- Travel – the following travel items were reported:
 - Carey Jeschke will attend the “Conference for Women” in Grand Rapids, June 7.
 - Mamatha Pachika will attend the Nelnet User’s Group meeting in Evanston, IL, June 5-7.
 - Rod Albrecht, Connie Cook, Gloria Barton-Beery, Dan Benard, Mary Dey, Kim Grubka, Vicky Hileski, Al Moss, Wanda Scott and Theresa Shane will attend the Standardized Patient Care workshop in Lansing, May 9.

- Nicole Bauman will attend the SFRA conference in Detroit, June 28 to July 1.
- Ted Forester will attend the Energy Education National Conference in Chicago, June 25-27.
- Mike Deschenaue and Rick Ives will attend the Great Lakes HLS conference in Grand Rapids, May 2.
- Cindy Buckley and Jim DeHaven will attend the Great Lakes Renewal Energy Association meeting in Eaton Rapids, May 22.
- Grants - the following grant items were presented:
 - No new grants presented.

Next Meeting – The next meeting is scheduled for ***Tuesday, May 1 at 8 a.m.***