

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of June 5, 2012 Cabinet Meeting
Date: June 5, 2012

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

TBO Discussion

- Briefly discussed the Gallup workshop held on May 24 – the post-workshop feedback was positive.
- Agreed to implement the F.O.C.U.S. program for non-probationary administrators.

Personnel and Operations

- Kudos! were given to the following:
 - Louise Anderson, Sandy Bohnet, Cheryl Grinnell and Mary Lawrence for their efforts to ensure a successful IRS audit.
 - Andrew Greig for the programming work he did for office support.
 - Tony Zacker for his help on a couple of projects that needed floor plans for the College.
- Reality Check – New and Follow Up
 - Mentioned the lack of air conditioning in the public safety office on weekends when the college is closed. The request to install an air conditioning unit for that office was approved.
- Hires/Resignations/Retirements
 - Mark Benzinger has resigned effective June 9.

Approval of Minutes

Approved the minutes of the May 29, 2012 Cabinet meeting as presented.

Other

- A draft procedure for requests regarding campus demonstrations was distributed. It will be reviewed at next week's meeting.
- Heard a brief update on the planning of the part-time faculty for its new union with the possibility that negotiations will begin in the fall.
- It was reported that Crowe Horwath has completed the administrative salary survey for the College.
- A summary of operating hours for summer 2012 for areas open beyond 5:30 p.m. was distributed.

Discussion and Action Items

- *Review of Budget for FY 2013*
 - Heard an update on the planning for the budget for FY 2013 which will be presented to the Board at the June meeting.
- *Discussion on Underprepared Students*
 - Mentioned that the Cabinet needs to make a decision on how to deal with underprepared students.

- Reported on a pilot program with entry-level HVAC classes that has identified the essential math skills needed for students to be successful.
- *Begin Reviewing Ends Policies Annual Reports*
 - Draft reports for Board End Policies 404, 405, 407, 408, 410 and 413 were distributed; they will be reviewed in more detail at the June 26 planning meeting.
- *Review of Travel Cheat Sheet*
 - Discussed the proposed changes to the travel guidelines. Discussion will continue next week.
- *Review of One-Page Planning/Goals Summary* – no additional input received.
- *Travel* – the following travel items were reported:
 - Alisha Cederberg, Lori Evans and Sarah Hubbell will attend the National Student Clearinghouse workshop in Grand Rapids, June 12.
 - Kathy Johnson will attend the Professional Grant Development Workshop in Ann Arbor, June 20-22.
 - Bonita Bates and Larissa Hunt will attend the ACT Enrollment Planners Conference in Chicago, July 11-13.
 - Ken Barr, Jr., Christina Miller and Janee Steele will attend the Strengths Conference in Omaha, Nebraska, July 24-27 – their registration fee is being paid by Gallup.
 - LaJoyce Brooks, Coty Dunten, Christina Miller and Diane Vandenberg will attend the ERAC/CE workshop in Kalamazoo, June 21-22
 - Sue Hollar will attend the 2012 Michigan Community College Math and Technology workshop at Muskegon Community College, Aug. 6-10.
 - Nora Evers will attend the Michigan Liberal Arts Deans' meeting in Traverse City, June 14-15.
- *Grants* - the following grant items were presented:
 - Reported that the Gilmore Foundation has encouraged us to increase our grant request for the Artist Forum to \$12,500.
- *What would excellence look like at KVCC?*
 - engaged students, engaged faculty and engaged staff.

Next Meeting – The next meeting is scheduled for ***Tuesday, June 12 at 8 a.m.***