

Kalamazoo VALLEYTM

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of March 13, 2012 Cabinet Meeting
Date: March 13, 2012

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

TBO Discussion

An all-day workshop with Gallup is scheduled for Thursday, May 24. Included will be a keynote speaker, breakout sessions, and the kick-off event for F.O.C.U.S.

Personnel and Operations

- Kudos! were given to Barry Chapman for his great work in the H.R. office.
- Reality Check – New and Follow Up
 - Reported on the amount of delinquent accounts being written off – mostly due to financial aid defaults.
- Hires/Resignations/Retirements – Dave Impellizzeri has resigned, effective March 16.

Approval of Minutes

The minutes of the March 6, 2012 Cabinet meeting were approved as submitted.

Other

- The first draft of the capital outlay list for FY 2013 is now accessible on the G-drive. Copies will be distributed to the Cabinet for review.
- Discussed the outcome of the Booher/Best Practices Survey and KVCC's responses.
- Effective May 1, the protocol for assigning passwords for new students and new employees will be improved to enhance security.
- Reported on issues with our Spam filter and accessing the web directory.
- Reminded everyone that this is Recognition Week.
- Datatel + SGHE (formerly SunGard) will be demonstrating CRM software (customer relationship management software), on Wednesday, March 14 at 3 p.m. in Room 4380. The demonstration is open to anyone but it is scheduled primarily for student services and marketing personnel.
- It was also reported that Datatel + SGHE is compatible with Internet Explorer 9.
- Agreed to change the date of the Cabinet Planning meeting from Thursday, March 28 to Tuesday, April 3 and to invite the administrators/supervisors/faculty chairs to meet on Friday, March 30 in the afternoon which will allow more time to receive their input.

Discussion and Action Items

- The Learning Network of Greater Kalamazoo
 - An overview of the network was shared.
 - Discussed KVCC's potential role in the college/career/educational planning component of this new community-wide collaborative.
- Student Application Process for Specific Programs
 - Discussion postponed until the Cabinet planning meeting on April 3.
- Travel – the following travel items were reported:
 - Rick Bridges, Pat Conroy, Fran Kubicek, Gloria Larrieu, Linda Rzoska, Theo Sypris and Jonnie Wilhite will attend the 19th Annual Midwest Institute conference in St. Louis, March 30-31.
 - Jim Taylor will attend two upcoming MODAC meetings – April 12-13 at Schoolcraft College and June 7-8 at Monroe Community College.
 - Denise Lindsley will attend Compass training, April 26-27 in Oakbrook, IL.
 - Lisa Koshar and Kelly Rodrigues will attend a workshop for *People New to H.R.* on March 19 in Kalamazoo.
 - Blake Glass and Terry Sibbersen will attend the *Certified Pool Operator Training* program, April 10-11 in Kalamazoo.
 - Daryl Irving and Mike Burton will attend the Medasys course, April 23-27 in Kalamazoo.
 - Amy Louallen and Lisa Koshar will attend the People Admin Conference, May 21-23 in Austin, TX.
 - Diane Vandenberg and a PTK student will attend the PTK awards luncheon today in Lansing.
 - Diane Vandenberg and Cynthia Schauer will travel with 10 PTK students who are attending the PTK international conference in Nashville, April 12-14.
- Grants
 - Reported that progress is continuing towards funding of scholarships for the new production technician academy – 21 scholarships have been promised to date by area companies.

Next Meeting – The next meeting is scheduled for ***Tuesday, March 20 at 8 a.m.***