

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of October 24, 2006 Cabinet Meeting  
**Date:** October 25, 2006

**Members Present:** Anderson, Bertch, Bohnet, Cannell, Collins, DeHaven, Hutchins, Kocher, Lay, Niewoonder, Schlack and Woods

### TBO Discussion

- a. Personnel Items – No items reported.
- b. Reality Check – No items were added to list.
- c. Kudos! – Several items were shared.
- d. Other TBO Items – No additional items.

### Approval of Minutes

The minutes of the October 17, 2006 meeting was approved as corrected.

### Other

- o Mentioned a meeting in Allegan County where Bill Guest spoke on the benefits of work keys.
- o Mentioned that the I.T. staff is working on the challenges associated with automatic updates from Microsoft and the incompatibility with our VIP portal software. The problem should be resolved beginning in 2007.
- o Reported that the I.T. staff is working on the challenges associated with sending out college-wide e-mails through VIP – an interim solution should be in place soon.
- o Encouraged the Cabinet members to attend a seminar on “dealing with conflict” being held at the M-TEC, Wednesday, November 8 – The Cabinet members were asked to let Sandy know if they want to attend.
- o Discussed a request from the department of education for a report on special programs. Agreed that Steve Cannell will follow up on the request.
- o Reported that Miller Auditorium is not available on Monday, April 30 for our graduation but that it may be available Sunday, April 29. The Cabinet agreed to the date change. The details will be confirmed with Miller Auditorium and the Board before notifying the college community and students.
- o Reminded the Cabinet that the Board will be meeting with our area legislators on Oct. 25 – Louise will send to the Cabinet some of the materials that will be shared at the meeting.
- o The Center for Michigan is hosting a conference on January 17 to be held at the Fetzer Center – the theme of the conference is higher education – various Cabinet members may be asked to participate and/or serve as moderators for some of the break-out sessions.

### **Other Discussion Items**

- a. **Kalamazoo Promise**
  - Reported that plans are underway for “Promise Week” a community-wide celebration being held in December.
- b. **Travel – reported for the record, the following travel items:**
  - Diane Vandenberg will attend the MACRAO annual conference in Traverse City, Nov. 8-10, 2006.
  - Steve Doherty will attend the CASE V conference in Chicago, Dec. 10-12, 2006.
  - Debbie Dawson and Erick Martin will visit a cold metal transfer site in Brighton, Michigan, November 3
  - Judy Sullivan attended the fall conference of community college services association in Petoskey, Michigan, Oct. 11-13, 2006.
  - Jacob Arndt and Bruce Panches will attend the national conference on communications in San Antonio, Texas, Nov. 16-18, 2006.
- c. **Grants**
  - Reported that the M-TEC was not awarded a grant from the Department of Labor.
  - Heard about a grant funded by the Monroe-Brown Foundation regarding internship and scholarship opportunities for area college students using the Talent+ concept.

### **Next Meeting**

The next regular meeting is scheduled for Tuesday, October 31, 2006 at 8:30 a.m.