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**CABINET
MINUTES**

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of November 28, 2006 Cabinet Meeting
Date: November 28, 2006

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

Members Absent: Cannell and Schlack

TBO Discussion

- a. Personnel Items – reported that an individual has been hired as the wellness/fitness center coordinator, interviews are beginning for the student success advocate positions, and the position for the financial services manager will be reposted in January 2007.
- b. Reality Check – none shared.
- c. Kudos! – none shared.
- d. Other TBO Items – agreed to use KVCC #10 letterhead envelopes for mailing of KVCC Fan Mail – it is more cost effective than purchasing and/or designing other types of envelopes.

Approval of Minutes

The minutes of the November 21, 2006 meeting were approved as presented.

Other

- Reported that almost 40 employees did not re-enroll in the benefits program – Human Resources staff enrolled them with the same benefits as last year.
- Reported on a large bequest to the KVCC Foundation designated for the museum.
- Reminded the Cabinet that Clarus Corporation will be conducting focus groups to measure satisfaction; to date, none of the staff members nor any students who have been invited to participate have responded affirmatively to the invitation.
- Heard a brief update on next week's Promise activities.
- The Arcus Gallery will be open Friday evening and participating in the Art Hop; student electronic artwork will be on display.

Other Discussion Items

- a. **Review of Board Priorities Objectives Reporting Form** – the teams agreed to meet separately and provide input and changes to Patricia by Friday, Dec. 1. The updated form will be reviewed at next week's Cabinet meeting in preparation for the December Board meeting.

- b. **Travel** – the following travel items were reported for Cabinet information:
 - Gehry Gross will attend the HVAC Excellence in Educators' Conference in Las Vegas, March 26-27, 2007.
 - Kelly Asta will attend the Surgical Tech Instructor's Forum, February 10-11, 2007 in San Antonio.
 - Marty Adams will attend a Java class in Cincinnati, December 17-23, 2006.
 - Ike Turner will attend a conference on college composition in New York, March 21-24, 2007.
 - Lisa Strausbaugh will attend a conference on "problem-based learning" at the University of Delaware, January 17-19, 2007.
- c. **Grants**
 - Authorized the submission of a grant to the MCACA for a mini-grant in the amount of \$4,000 for KAFI.
 - Authorized the submission of a grant to the Fabricators and Manufacturers Association Foundation in the amount of \$5,000 for the establishment of a week-long summer camp program for middle and high school girls focusing on technologies.

Next Meeting

The next regular meeting is scheduled for **Tuesday, December 5, 2006, at 8:30 a.m.**