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**CABINET
MINUTES**

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of December 5, 2006 Cabinet Meeting
Date: December 5, 2006

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

TBO Discussion

- a. Reported on the following personnel items:
 - Several positions in the financial services area have been changed
 - Pete Patel is retiring this summer
 - The position of director of instructional computing has been reposted
 - A new grounds supervisor has been hired
- b. Reality Check – Several items were added to the list, including the challenges encountered when the College closed on Friday afternoon.
- c. Kudos! – Several kudos were mentioned.
- d. Other TBO Items – reported that all of the Talent Cards have been completed and will be presented to employees in the near future.

Approval of Minutes

The minutes of the November 28, 2006 meeting were approved as presented.

Other

- Reiterated the College's policy for closing for inclement weather – the decision is made by the vice president for college relations in consultation with the director of facilities and discussions with the road commission if needed. The main reasons for closing are access to the campuses and whether or not the parking lots can be cleared for students. Because the M-TEC and museum serve different clientele, the rationale to close those facilities is different than the TTC and ACC classroom buildings.
- Reported on the problems with the VIP messaging system – Carol Heeter will be taking over the process temporarily until the problem is resolved.
- Recommended that everyone be encouraged to print documents back-to-back whenever possible – this will save thousands of dollars every year.
- Reported on changes in the Banner system that will allow for easier access during peak registration times.
- Heard a brief summary of Marilyn's meeting with the presidents from the other area community colleges and the president of Western to discuss more cooperative opportunities.

- Shared an article from the Phi Delta Kappan on “Jobs and Schooling,” written by Anne Lewis.
- Briefly reviewed the agenda for the next week’s Board meeting – the discussion on the impact of Proposition 2 may be postponed until the February Board meeting.

Other Discussion Items

- a. **Review of Board Priorities Objectives Reporting Form –**
 - Reviewed the changes to the draft reporting form and made additional suggestions.
 - The revised reporting form will be reviewed again next week.
- b. **Review of SSC Objectives Reporting Form –** postponed until next week.
- c. **Review of Non-Credit Procedures/Guidelines –** reviewed the proposed recommendations – suggested that either an existing CMOP be modified to incorporate the suggestions or to develop a new CMOP which delineates what non-credit courses are countable or not countable. This will come back to the Cabinet for additional review and discussion.
 - It was moved, seconded and carried to accept the revised procedures for non-credit courses, seminar and workshops. The revised procedures will be linked to CMOP 1030, Non-Credit Course Establishment.
- d. **Travel:**
 - No travel items reported.
- e. **Grants**
 - Reported on a grant received for KAFI and a contribution to the Center for New Media.

Next Meeting

The next regular meeting is scheduled for **Tuesday, December 12, 2006, at 8:30 a.m.**