

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of January 9, 2007 Cabinet Meeting
Date: January 9, 2007

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

TBO Discussion

- a. Personnel items:
 - Reported on a couple of position changes.
- b. Reality Check – Several items added to the list.
- c. Kudos! – Several Kudos were shared.
- d. Other TBO Items – none presented.

Approval of Minutes

The minutes of the January 2, 2007 meeting were approved as presented.

Other

- Reported that a new internal wellness seminar is being offered focusing on weight loss, nutrition, etc. – it is replacing the Weight Watchers program.
- Announced that winter 2007 classes will run all day on April 30, including evening classes – an announcement has been sent college-wide.
- Reported that we have 30 Adobe Acrobat version 8.0 licenses for individuals that need to create documents/forms using the software.
- The challenge with the “O” drive has been corrected.
- Reported that several problems have been discovered with the latest upgrade in the financial aid programs – SunGard has been notified and is working to resolve the problems.
- The enrollment utilization report, as of January 5, 2007, was reviewed in detail.
- The MHTSC is under full swing and is now a bit backlogged.
- There are several vacancies in the financial services area and some changes in assignments and responsibilities are being considered.
- Reported that the Kalamazoo Promise scholarship will now cover the costs of attending the police academy as well as the newly established automotive academy.

Other Discussion Items

- a. **Budget Planning for FY 2008**
 - The President shared her memorandum outlining a suggested process for budget planning for FY 2008 which will focus on our Hedgehog and our priorities.

- Discussed broad “guesstimates” for FY 2008 for enrollment, state funding, and costs of utilities and health care. More firmed up projections will be shared next week.
 - Agreed to meet next week beginning at 8:30 a.m. until around 11:30 a.m. – additional budget meetings will be scheduled – bring calendars to next week’s meeting.
 - Emphasized that Kalamazoo Valley Community College can be the place for technical training – jobs and opportunities for students are here.
- b. **Travel** – the following travel items were reported for the record:
- Rick Ives will also be attending the MCOLES grant workshop this week with Louise Anderson and Dave Reid.
 - Rick Ives and Matt Robinson will be attending a mandatory MCOLES patrol rifle meeting in Lansing on Feb. 8, 2007
 - Jim Taylor will attend a Career Technical Education Conference in Detroit, February 11-15, 2007.
- c. **Grants**
- None presented.

Next Meeting

The next Cabinet meeting is scheduled for **Tuesday, January 16, 2007, at 8:30 a.m.**