

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of February 6, 2007 Cabinet Meeting  
**Date:** February 6, 2007

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

### TBO Discussion

- a. Personnel items:
  - No items shared
- b. Reality Check – Heard an update on the College’s response to the concern shared by a parent and a dual-enrolled student.
- c. Kudos! Several kudos were added to the list.
- d. Other TBO Items – No additional items.

### Approval of Minutes

The minutes of the January 30, 2007 meeting were approved as presented.

### Other

- Reported that KAFI has 35 countries represented in the film competition and close to five hundred entries have been received.
- A draft of the 2008 holiday schedule was distributed – it will be on the agenda for next week as well as a discussion on summer hours.
- Mentioned a challenge regarding contracts/projects that span fiscal years – purchase orders may need to be written with the phrase “contingent upon funding” – this will be up for discussion next week.
- Reported that the Arcus Foundation is accepting applications for GLBT grants through March 1.
- Heard a brief update on State funding projections – possible executive order for current year. More information should be known next week following the Governor’s “state-of-the-state” address.

### Other Discussion Items

- a. **Board Priorities for FY 2007 – Review of Status Reports**
  - o Reported that updates as appropriate need to be prepared for next week’s Board planning meeting

**b. Topics for Discussion with Legislators**

- Drafts of the Allegan nursing and M-TEC program summaries were shared.
- Mike offered to help put the packets together for the legislators to ensure consistency in format and presentation – please sent him summaries.

**c. Budget Planning for FY 2008**

- Continued the discussion on the budget for FY 2008. Folks were given assignments regarding positions in their areas and asked to come back with recommendations next week.
- Suggested the current general fund budget move forward, including current contingency levels. Agreed we may need to increase specific budget line items for specific areas, such as office supplies, health screening, part-time faculty development, facilities, lab/printer/toner expenses. Cabinet members were asked to get specific dollar amounts to Louise in preparation for next week.
- Need to look at fund-carryovers and reduce our lapse funds.

**d. Travel** – the following travel items were reported for the record:

- Dennis Bertch will attend a MCNEA meeting at Delta College, Feb. 8-9.
- Valerie Jones will attend the teaching professor conference in Atlanta, GA May 18-20.
- Fran Kubicek will attend an insurance and finance training seminar in Indianapolis, IN early in March.
- Nicole Newman and Jeff Swigart will attend the Math in Action conference in Grand Rapids, February 22.
- Jackie Howlett, Mary Lindsley, Madge Tucker, and Jackie Zito will attend the Michigan Library Association workshop in Lansing, March 9, 2007.
- The Women's Tennis Team will attend the national tournament in Tucson, AZ the first week of May 2007 – seven students and two coaches.

**e. Grants**

- Authorized the submission of additional sponsorship requests for KAFI.

**Next Meeting**

The next Cabinet meeting is scheduled for **Tuesday, February 13, 2007, at 8:30 a.m.**