

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of February 13, 2007 Cabinet Meeting
Date: February 13, 2007

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

Members Absent: Hutchins

TBO Discussion

- a. Personnel items:
 - o Reported that one of the vacancies in the financial services area has been filled.
- b. Reality Check – A couple of items were raised, including who should have access to track contracts and when should meals be paid for by the College. Both of these items will be on the agenda for future discussion.
- c. Kudos! Several Kudos were shared.
- d. Other TBO Items – No additional items discussed.

Approval of Minutes

The minutes of the February 6, 2007 meeting were approved as presented.

Other

- Mentioned several items being held in the Commons in celebration of Black History Month.
- Discussed changes in Perkins and how and when we count student enrollees for Perkins funding. Agreed that Steve and Bill will meet with our occupational dean to ensure everyone understands the reporting requirements.

Other Discussion Items

- a. **Review Holiday Schedule for 2008 and Summer Hours for 2007**
 - o It was moved and seconded to endorse the holiday schedule for calendar years 2008 and 2009. After a brief discussion, the motion carried.
 - o Agreed that summer hours in 2007 will begin May 7 – Monday through Friday, 8 a.m. to 4:30 p.m.

- Briefly discussed whether or not we need to be open on Friday afternoons during the summer for classes. This will be back on the agenda for discussion next week.
- b. **Contracts/Purchase Orders that Span More than One Fiscal Year**
 - Reminded the Cabinet that we have a clause in our contracts that allow them to be terminated if “the funding source is either cancelled or expended.” In addition, purchase orders have a similar clause.
- c. **Topics for Discussion with Legislators**
 - Reported that our legislators will not be attending tonight’s Board meeting. They have been tentatively invited to attend the March Board meeting
- d. **Budget Planning for FY 2008**
 - Continued the discussion on the budget for FY 2008.
 - The Governor’s proposed changes to the State budget were announced last week – it includes deductions for community colleges in terms of a percentage of our contribution to MPSERS.
 - Briefly discussed some of the Governor’s new proposed initiatives and how we may access some of the dollars for training in high demand programs to better serve workers in our community. The “academies” at the M-TEC and some of the new initiatives in continuing education could move us in the right direction.
 - Capital equipment forms need to be completed and submitted to Louise for all new and replacement capital except for replacement computers – they will be identified by the information technology folks.
- e. **Travel** – the following travel items were reported for the record:
 - Daniel Cunningham will attend the same Math Conference in Grand Rapids as previously authorized for Nicole Newman and Jeff Swigart.
 - Heidi Stevens-Ratti will attend the NACADA Regional Conference in Milwaukee, March 4-6, 2007.
- f. **Grants**
 - Authorized the submission of additional sponsorship requests for KAFI. The list will be attached to the official minutes of the meeting.

Next Meeting

The next Cabinet meeting is scheduled for **Tuesday, February 20, 2007, at 8:30 a.m.**