

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Mike Collins
Subject: Minutes of February 20, 2007 Cabinet Meeting
Date: February 20, 2007

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

Members Absent: Niewoonder

TBO Discussion

- a. Personnel items:
 - Lynette Ballard will be moving from Office Support to Academic Scheduling and Brenda Moncrief will be moving from Admissions to M-TEC.
 - Bill Lay announced his retirement effective April 20 and Karen Thorngate announced her retirement effective April 30.
- b. Reality Check
 - Discussed the issue of Instructor Directed Withdrawal of students for disciplinary issues and steps that have been taken to insure the practice is discontinued.
 - All mail from attorneys should be delivered to the president regardless of addressee.
- c. Kudos! – none were shared.
- d. Other TBO Items – Sandy announced that all remaining feedback sessions with profiled employees have been scheduled for two days in March.

Approval of Minutes

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

Other

- The Financial Services unit meeting will be held on Friday, March 9.
- The Board Budget Committee is scheduled to meet March 8.
- The 23rd person from ACC joined the Radisson Fitness Center
- Scheduled down time for Banner will occur during spring break to accommodate the revised daylight savings time schedule.
- The issue of a tuition discount for weekend classes was raised and will be discussed during the budget development process.

- Microsoft Office 2007 will be installed in all classrooms, computer labs, and libraries for fall 2007. IT will assist those needing to convert documents from Office 2007 to Office 2003.
- Marilyn shared an article from NY Times on the value of a two-year degree.
- A discussion regarding organizational memberships for key positions in the institution will be on the agenda for next week.
- Mentioned that Mary Gustas and Derle Oberlin would be running for two board seats. Derle has been on the KVM advisory board from its inception.
- An email was received from Mike Hansen welcoming KVCC back to MCCA and the Virtual Learning Collaborative.

Other Discussion Items

- a. **Summer Hours 2007** - will be 8-4:30 beginning May 7. The half-day Friday schedule will begin May 11, with the understanding that this will be decided on a year-by-year basis and is not a precedent.
- b. **Academic Calendar 2008-09** – it was moved, seconded, and the motion was carried to endorse the academic calendar for 2008-09.
- c. **Access to Grant Tracking Spreadsheet** – Discussion will continue next week.
- d. **Meals Funded by the College** – It was agreed that VP's will announce at Cabinet meetings when department activities will include meals.
- e. **Budget Planning for FY 2008** - Continued the discussion on the budget for FY 2008. Each VP, along with the appropriate budget administrator, will meet with Marilyn the week of spring break (standings will be cancelled for the week).

Meeting dates/times are:	March 5	9:00	Jim DeHaven
		1:00	Nancy Woods
	March 6	1:00	Louise Anderson
	March 7	9:00	Steve Cannell
		10:00	Terry Hutchins
		1:00	Mike Collins
	March 8	10:00	Bruce Kocher
		1:00	Sandy Bohnet
	March 19	1:00	Bill Lay

- f. **Travel** – the following travel items were reported for the record:
 - Francis Granzotto and six students will attend the National Council on Education for the Ceramic Arts, March 14-17, 2007, in Louisville, KY.
 - Muriel Hice will be attending the MCCBOA meeting in Lansing March 1-2, 2007, instead of Louise Anderson.
- g. **Grants** - None presented

Next Meeting

The next Cabinet meeting is scheduled for **Tuesday, February 27, 2007, at 8:30 a.m.**