

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of February 27, 2007 Cabinet Meeting
Date: February 27, 2007

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

TBO Discussion

- a. Personnel items:
 - o Two new custodians have been hired.
 - o Bill Lay's retirement date has been tentatively moved up to April 1 because of retirement system requirements.
 - o Job assignments have changed for Amy Louallen, Laurie Dykstra and Sue Reynolds.
- b. Reality Check:
 - o Mentioned the sewage problem at the Center for New Media.
- c. Kudos! were shared regarding the college's response to the sewage problem at the CNM.
- d. Other TBO Items – No additional items discussed.

Approval of Minutes

The minutes of the February 20, 2007 meeting were approved as corrected.

Other

- Briefly discussed the need for "crisis" counselors and the possibility of contracting with an outside agency to provide this type of service to our students.
- Financial Services has a unit meeting scheduled for March 9 and some food will be catered by Canteen Services.
- KVCC is hosting the men's regional basketball tournament with 16 teams participating.
- Enrollment is up in a number of our continuing education/off-campus courses.
- The new animated film, Shrek 3, is scheduled to be shown at our Animation Festival, a day before its release to the general public.
- There are some challenges with televisions in the student lounge and they may need to be replaced.

- An article from the Detroit Free Press was shared regarding “early college” programs and partnerships – grants from the state of Michigan were given for six new early college programs – this is something KVCC may want to review in partnership with interested area K-12 school districts.
- Cabinet members were asked to review the handbooks they are responsible for to ensure they are accurate and updated on a regular basis.
- Shared an article about Lansing Community College’s certificate of completion programs and its expansion, including the construction of a university center and a new campus.
- Heard a brief report from yesterday’s meeting with representatives from state universities, including the following discussion items:
 - Mentioned that KVCC still has an agreement with WMU for our Focus Program to foster success of transferring students.
 - Reported on MSU’s successful retention and graduation rates and the university’s interest in building a stronger relationship with KVCC and to also foster the success of our transfer students.
- Mentioned that the MHTSC may need to contract with scientists to help with some of the work load at the Center.

Other Discussion Items

- a. **Access to the Spreadsheet for Tracking Contracts**
 - Discussion was postponed until Louise and others can review the issues and implications.
- b. **Organizational Memberships**
 - Suggested that some top level administrators may need to become members of specific local organizations. This will come back next week for final review.
 - Authorized the College to rejoin the human resources organization that is associated with MCCA.
- c. **Budget Planning for FY 2008**
 - Reminded the Cabinet that one-on-one meetings have been scheduled next week for each vice president to meet with Marilyn and Louise to review their specific budget submissions.
 - Mentioned a request by the science department for additional full-time instructors – this will be reviewed in more detail.
- d. **Travel** – the following travel items were reported for the record:
 - Lynne Morrison will attend the PTK Awards Luncheon in Lansing, March 6, along with one of our student All-Michigan recipients.
 - The AITP conference is scheduled for March 29-April 1 in Detroit – a group of students and several faculty members will be attending, including Dawn Pantaleo, Rick Kraas and Kevin White.

- The annual sputum bowl and Michigan's respiratory care conference are scheduled for March 26-28 in Lansing – Rod Albrecht, Al Moss and Jill Deamud along with a group of students will be attending.
 - Blake Glass and Sheila Rupert will attend the Dupage County Institute health and wellness program scheduled for March 2 in Naperville, Illinois.
 - Larry Sandt and Lisa Blewett will attend Apple computer training in Chicago, March 15-16.
 - Jolene Osei and Gwen Conarton will attend Hyperion training in Annandale, Virginia the week of March 12.
 - Marty Adams will be taking three students to Grand Rapids for a free Microsoft event scheduled for March 6.
 - Dick Shilts will attend the Athletic Directors Region XII meeting in Toledo, March 18-19.
 - Dick Shilts will attend the annual summer MCCA Athletic Directors meeting in Bellaire, Michigan, June 4-6.
 - Bob Bechtel and Roger Miller will attend a symposium focusing on a holistic approach to default aversion in East Lansing, April 5.
 - Mentioned that the Board is tentatively scheduled to hold part of its March Board meeting in Lansing to meet with our area legislators – Nancy, Terry, and Jim were asked to join the meeting to share information on their programs.
 - Agreed that from this point forward, the names of all students who are being sponsored by the College for overnight travel will come to the Cabinet for information. The student section of the travel manual will be amended to reflect this change.
- e. **Grants**
- Heard about a DOL grant opportunity that may be applicable to our health care initiative in Allegan and in partnership long term care facilities – Nancy and Mike will look into it.
 - M-TEC is applying for an “earmark” grant for the MHTSC and requesting \$350,000.

Next Meeting

The next Cabinet meeting is scheduled for **Tuesday, March 6, 2007, at 8:30 a.m.**