

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of April 10, 2007 Cabinet Meeting
Date: April 10, 2007

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

Members Absent: Schlack

TBO Discussion

- a. Personnel items:
 - o Reported on a couple of new hires and progress toward filling the two vacant positions at the Arcadia Commons Campus.
- b. Reality Check:
 - o No new reality checks reported.
 - o The fax issue is still being looked into and the financial aid office is following up with the student.
 - o The issue on emergency phone calls after regular business hours is being addressed.
- c. Kudos! Several kudos were noted.
- d. Other TBO Items – No additional items mentioned.

Approval of Minutes

The minutes of the April 3, 2007 meeting were approved as submitted.

Other

- Noted that over 7700 credit hours were generated for fall 2007 within the first 50 minutes of open registration.
- Reported that the Scanning Teams will be holding their annual wrap-up meeting on April 20 at the M-TEC – food will be provided at the meeting.
- An article from MSN/Encarta on the benefits of community colleges was distributed.
- Reported that Jenny Ott is the new department chair for communications and that Bill deDie is the new chair of the English department.

Other Discussion Items

- **Discussion on Classroom Utilization**
 - Classroom utilization rates and Friday class cancellation rates for the Arcadia Commons and Texas Township campuses were distributed and reviewed.
 - This will be back on the agenda for further discussion next week.
- **Branded Phones** – agreed that we would not pursue branded phones at this time.
- **Student Success Issues Related to Pre-College Courses and Late Registration**
 - Discussion postponed until next week.
- **Review of “Cabinet Calendar”**
 - Noted that the Cabinet Calendar seems to be working well.
- **I.T. Queue**
 - The Cabinet members were asked to prioritize their own projects and bring back recommendations at next week’s meeting.
 - It was noted that a number of projects requested by the folks at the Arcadia Commons Campus can be removed, including the ones for the multi-disciplinary project.
- **Program Reviews for FY 2008**
 - Briefly discussed what types of reports are needed for the Cabinet to make a decision for next year, including updated trigger reports.
 - This will be back on the agenda next week.
- **Change of Membership in League for Innovation**
 - Discussion postponed until next week.
- **Budget Planning for FY 2008 – reported on the following:**
 - Postponed until next week.
- **Travel** – the following travel items were reported for the record:
 - Blake Glass and Rich Reynolds will attend annual pool operator training in Kalamazoo on April 11
 - Reported that the dates of Creston training have changed to May 22-25.
 - Paul Chiu will attend Database 10g training in Schaumburg, Ill., April 16-20.
 - Dennis Bertch, Todd Berends, and Helen Palleschi will attend a nursing diversity summit in Lansing, May 10-11.
 - Sue Hollar, Darlene Kohrman, and Lisa Winch will attend the AMATYC Teacher Preparation Summer Institute in Grand Rapids, June 26-30.
 - Marty Adams and three students will attend a Microsoft training session in Livonia, May 10.
- **Grants**
 - A grant request to the KVCC Foundation for the College’s Honors Program was presented for Cabinet approval – questions were raised regarding tuition for out-of-district students. The request was tabled until next week. Louise and Mike will bring back additional background information.

Next Meeting

The next Cabinet meeting is scheduled for **Tuesday, April 17, 2007, at 8:30 a.m.**

