

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of April 17, 2007 Cabinet Meeting
Date: April 17, 2007

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

TBO Discussion

- a. Personnel items:
 - o Reported that Jeff Donovan's title has been changed to Director of Facilities and Construction Management and interviews are being conducted for the office manager position at the ACC.
- b. Reality Check:
 - o Discussed the tragedy at a university in Virginia. Questioned whether or not our emergency response and communications plans are adequate to ensure security and safety on our campuses. Mike Collins will take the lead to ensure our plans are reviewed and updated as needed to address those types of situations.
- c. Kudos! A couple of kudos were noted.
- d. Other TBO Items – No additional items mentioned.

Approval of Minutes

The minutes of the April 10, 2007 meeting were approved as submitted.

Other

- Received information on the average printing costs by types of printer.
- The Student Success Center open house was held yesterday and will be open again today.
- Briefly discussed the change of responsibility of event scheduling to the facility services. We need to ensure there is better coordination between the academic scheduling function and the scheduling of rooms for other uses.
- Shared information on a partnership that another community college recently established – it may be the type of partnership we could consider.
- Mentioned changes at a couple of local community colleges.

- Discussed the State's fiscal problems and the challenges with putting our budget together – there may be another executive order. We need to budget for growth and development while taking into consideration additional cuts from the State.
- Food will be served at new faculty “graduation” on April 20.
- Raised an issue regarding a grant from Perkins and a partnership with Michigan Works! on prior learning. Mike and Nancy agreed to follow up on it.

Other Discussion Items

- **Discussion on Classroom Utilization**
 - Discussion postponed to next week.
- **Student Success Issues Related to Pre-College Courses and Late Registration**
 - Discussion postponed to next week.
- **I.T. Queue**
 - This will be back on the agenda on May 1. The Cabinet was reminded that they need to prioritize their projects and give their recommendations to Terry by the 1st.
- **Program Reviews for FY 2008**
 - The process in place for program reviews did not work well this year. The following changes to the process will be implemented:
 - All programs reviews will need to be completed by January 1 and shared with the Cabinet.
 - Each vice president over specific programs will need to sign off on the review.
 - Steve Cannell will make recommendations to the Cabinet to help them select which programs need to be reviewed each year.
- **Change of Membership in League for Innovation**
 - Postponed until next week.
- **Budget Planning for FY 2008 – reported on the following:**
 - Continued discussion on the budget. Louise has sent e-mails to individual vice presidents regarding questions she has on their submissions.
 - Beginning to finalize the list of new capital. Some questions still remain. Noted that some new capital can be purchased this year with Perkins funds. Looking at preparing a list of new capital for Board approval in May to allow the college to begin ordering equipment for delivery after July 1.
 - Copies of the materials that the Board Budget Committee will review for budget preparation will be shared with the Cabinet next week.
 - Need to take a look at the “course fee” approval process.
- **Travel** – the following travel items were reported for the record:
 - Joy Arra, Bob Bechtel and Sue Newington will attend a financial aid workshop on April 24 at Macomb Community College.
 - Amy Louallen, Patricia Niewoonder and Nick Rankin will attend CDS recertification training on April 19 at the Radisson in Kalamazoo.

- **Grants**
 - None presented.

Next Meeting

The next Cabinet meeting is scheduled for **Tuesday, May 1, 2007, at 8:30 a.m.**