

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of June 5, 2007 Cabinet Meeting
Date: June 5, 2007

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

Guest Present: Nancy Taylor

TBO Discussion

- a. Personnel items:
 - o None noted.
- b. Reality Check:
 - o Shared a couple of reality check items regarding credit card numbers and course fees.
- c. Kudos! None shared.
- d. Other TBO Items – No additional items mentioned.

Approval of Minutes

The minutes of the May 29, 2007 meeting were approved as corrected.

Other

- Reported that the charge for IDAC has been changed and will be shared with the Cabinet next week for information.
- Reported that our Novell/GroupWise system will be upgraded this week and that the Banner upgrade has been postponed.
- The top scanning trends for KVCC for 2007/08 as identified by the scanning teams was distributed. The Cabinet commented that many of the trends seem operational in nature rather than national/global issues that may impact KVCC, such as the ongoing challenges with assessment and accountability. Agreed to add this topic to our discussion at our next planning meeting.
- Reported that work is beginning for our annual audit.
- Mentioned the challenges of collecting fees for the courses being held in Allegan – agreed that these course fees should be built into the registration process rather than collected separately at Allegan.

- Reported that Facility Services is working on a couple of maintenance projects, including the repair of sidewalks at the TTC and ACC and the counters in the Bookstore.
- Briefly reviewed the proposed budget for FY2007/2008

Other Discussion Items

- **New Employee Orientation**
 - Nancy Taylor shared an overview of a new thrust on customer service training incorporating customer advocacy and safety/security skills. Part of the training will also focus on encouraging employees to take ownership of customer problems. It was agreed that the training will be conducted by departmental areas.
 - The Cabinet members discussed the training and were encouraged to embrace the new thrust and to reinforce/model the behaviors.
 - Next steps may include a pre-training survey of customer-service perceptions and then developing the training outline.
- **I.T. Queue**
 - Postponed until next week.
- **Review of Planning Meeting Documents and Schedule Next Meeting**
 - Agreed to meet on June 18 to finish up the planning process in preparation for the Board's planning meeting.
 - Continued the review of the planning documents and discussed the next steps in our planning and the agenda for the 18th of June. The agenda will include planning for next year as well as a brief discussion on the budget.
 - Cabinet members were asked to bring copies of annual their report, as appropriate, addressing the Board priorities.
- **Travel** – the following travel item was reported for the record:
 - Sheila Eisenhauer, Sue Hollar, Tim Kane, Jon Stasiuk and Lisa Winch will attend a math conference in Holt, Michigan, August 9-10, 2007.
- **Grants** – None presented.

Next Meeting

The next regular Cabinet meeting is scheduled for **Tuesday, June 12, 2007, at 8:30 a.m.**