

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of July 3, 2007 Cabinet Meeting
Date: July 3, 2007

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

Members Absent: Bertch and Collins

TBO Discussion

- a. Personnel items:
 - o Mentioned some position changes at the KVM.
 - o Agreed that several open positions, including the 30-hour/week auto academy clerical position, part-timers for the Bookstore for book rush, an on-call custodian, and part-time tutors for the Arcadia Commons campus can be filled.
- b. Reality Check:
 - o Noted that the needs of off-campus sites should be taken into consideration by the emergency preparedness committee when decisions are made to close the college.
- c. No Kudos! were shared.
- d. Other TBO Items – noted that the Talent Plus Summit is being held this week and that we are continuing to research the benefits of using Gallop for students.

Approval of Minutes

The minutes of the June 26, 2007 meeting were approved as submitted.

Other

- Noted for the record that the KVM will allow the Kalamazoo United Way to use the lower level of the museum as an alternate site for their September kick-off celebration in case of rain.
- Heard a report on a meeting with representatives from the Van Buren ISD and Tech Center.
 - The cut-over to the new phone system will be the week of Aug. 17 instead of Aug. 10.
 - The Cabinet members were reminded that annual reports for the Innovative Thinking Projects are due and it should include an executive summary of accomplishments for the Board's report.

- Received an enrollment comparison summary of fall 2006 to fall 2007. Steve noted that a “course detail” report has been shared with the instructional deans.
- A draft of the revised vendor’s procurement manual was distributed for review. This manual along with the purchasing manual will be reviewed at the July 17 Cabinet meeting.
- Reported that the automotive academy will begin this fall with 18 students – they are still working on finding an instructor for the program.
- Received a copy of the Higher Learning Commission’s initial response to our assessment plan.
- Heard an update on the discussions with MCOLES and noted that MCOLES will review their procedures.
- Briefly reviewed the agenda for the upcoming MCCA meeting in Traverse City – one of the agenda items is a discussion on the MCCVLC.

Other Discussion Items

- **Review Revolving Cabinet Calendar** – Briefly reviewed the calendar.
- **Review Changes to the Travel and Business Expense Reimbursement Manual** – discussed changes to the manual and questioned the reimbursement per diem rates for meals. Discussed the need to authorize a third individual make travel arrangements for the institution – this will come back next week for further discussion.
- **Review Topics for Career Source** – The following comments were shared regarding the upcoming Career Source publication:
 - agreed that more focus in the Career Source should be on successful graduates/alumni rather than on faculty/staff
 - the publication needs to better reflect our Hedgehog – discover your talents, develop your skills and determine your future
 - if it is decided to use any of the topics listed under the heading of “career and college related stories,” they should just be small “filler” articles. In addition, if the filler article “choosing the right college” is selected, we want to be sure it directs people to choose KVCC.
 - suggested that the topics regarding on-line classes, the auto academy and book review not be included in the next issue and that if “gaming” is a topic, it needs to be more focused about what KVCC has to offer.
- **Honors Program Questions** – reported that Bruce has met with the Honors program director to discuss some of the Cabinet’s questions regarding enrollment/retention and how tuition is paid. He will come back with some specific recommendations.
- **I.T. Queue** – a revised I.T. queue list was distributed and reviewed – at next week’s meeting the Cabinet will continue its discussion – some projects may need to come off the list, especially the ones that are prioritized as “99.”
- **Review Draft of Board Policy on Tuition** – A draft of the proposed Board policy for tuition was distributed and reviewed – the draft policy will be presented for a first

reading by the Board in July so any recommendations for change need to be shared with the President this week.

- **Travel** – no items reported for the record.
- **Grants** – Noted that the multi-county submission of the WIRED grant was not funded.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, July 10, 2007 at 8:30 a.m. in the Board Room.