

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

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

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

Members Absent: DeHaven

TBO Discussion

- a. Personnel items:
 - o One full-time vacant custodial position, 3 part- interpretation specialists at the KVM, and 1 part-time lab tech in the photo lab were authorized to be filled.
 - o Reported that progress is being made on the selection process for a couple of vacant positions.
- b. No new reality check items were reported.
- c. Kudos! One commendation was shared.
- d. Other TBO Items –
 - o heard a brief report on Brad Black's new initiative
 - o heard an update on the Gallop program for assessing student strengths and noted that several local schools are looking at using Gallop as well.

Approval of Minutes

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

Other

- Noted that a college in Chicago is already promoting its participation at KVCC's 2009 KAFI.
- Dashboard information for the KVM's attendance/visitation was distributed and reviewed.
- Heard an update on the State's audit request regarding remedial education at community colleges.
- A report on the average monthly phone calls and "hits" to our web site was shared.
- Reported that Marilyn will be serving on the advisory cabinet for the Center for Michigan.

Other Discussion Items

- **Designated Travel Representatives**
 - The final decision will be made next week.
- **Review Changes in Vendor and Purchasing Manuals:**
 - A couple of recommendations were made to the proposed revisions in the manuals – the changes will be incorporated and the revised manuals will be posted on the web.
 - It was agreed that the Contract Review Information Worksheet will be converted to a PDF and put on the intranet with the other business forms.
- **Review Assignments for Planning Themes for FY '08**
 - Briefly discussed the draft planning documents for the August 1 Board planning meeting. A final copy will be shared with the Cabinet.
- **Travel** – the following travel items were reported for the record:
 - Trish Schroeder will attend the annual summer meeting of the Michigan Assoc. of Continuing Education and Training in Detroit, August 6-7.
 - Nancy Woods, Pat Norris and Jean Stevens will visit Saugatuck later this week to visit the Historical Society about a possible exhibit.
 - Bill deDie along with several individuals from the Learning Center, including Janice Fulfuld and Lisa Marks will visit Ferris State University to gain information on the college's "structured learning assistance" program, July 26 (Big Rapids) and July 27 (Grand Rapids).
- **Grants** – No grants were presented.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, July 17, 2007 at 8:30 a.m. in the Board Room.