

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of July 24, 2007 Cabinet Meeting
Date: July 24, 2007

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

Members Absent: Anderson and Cannell

TBO Discussion

- a. Personnel items:
 - o Reported that profiles have been reviewed for the career advisor and automotive positions.
 - o Mentioned that the director's position for the SSC will be posted as well as five part-time computer lab technician positions.
- b. No new reality check items were reported.
- c. Kudos! Two commendations were shared.
- d. Other TBO Items – no additional items.

Approval of Minutes

The minutes of the July 17, 2007 meeting were approved as submitted.

Other

- Information was shared on how to get removed from credit card mailing lists and discussed the challenge of telephone solicitation calls.
- The phone mail transition will begin in August and several updates on the Banner system will be implemented before the start of the fall semester.
- Heard an update on the planning for the conversion to Google mail for students.
- Reported that three members of the M-TEC Board of Advisors have retired from the Board and five new members have been appointed.
- Discussed the potential traffic challenges with the start of the new semester because of the ongoing road construction projects in our area and ways to keep students informed about alternate routes to the Texas Township Campus.
- Reported that a calling campaign will begin the week of July 30 to call all students who have registered-but-not-yet-paid for their fall classes.
- Mentioned an article in from Sunday's Gazette about a local gaming developer and the suggestion that we contact him about possible links to our program.

Other Discussion Items

- **Designated Travel Representatives**
 - Reported that Sue Hills will be the College's third designated travel representative.
- **Review Agenda for Board Planning Meeting**
 - Briefly reviewed the agenda for the August 1 Board planning meeting.
 - A draft of the summary report for the innovative thinking projects was distributed and reviewed.
- **Travel** – the following travel items were reported for the record:
 - Denise Blanchard and Denise Morrison will attend the Ad Astra Users' Conference in Kansas City, October 21-24.
 - Taronia Guy will attend a marketing conference in Baltimore, July 22-24.
 - Marty Adams will attend a Java certification course in Bushkill, Pennsylvania, August 5-12.
 - Dick Shilts and Matt Dennis will attend the annual men's basketball coaches meeting in Lansing, October 4-6.
- **Grants** – No grants were presented.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, August 7, 2007 at 8:30 a.m. in the Board Room.