

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of August 21, 2007 Cabinet Meeting
Date: August 21, 2007

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

Members Absent: Bohnet

TBO Discussion

- a. Personnel items:
 - o Authorized the filling of several part-time positions for tutoring, security and the auto academy.
 - o Interviews are being conducted for the Bookstore position.
- b. No new reality check items were reported.
- c. Kudos! were given to our PTK student chapter.
- d. Other TBO Items – three individuals attended a StrengthQuest conference last week – the conference was worthwhile and the assessment tool may have potential for use for students at KVCC. This may also help take KVCC to the next level in terms of employee development.

Approval of Minutes

The minutes of the August 7, 2007 meeting were approved as submitted.

Other

- Reported that Rob Kulkuski co-authored an article regarding our MHTSC in a publication of the Society for Bimolecular Sciences.
- Briefly discussed last week's visit by Governor Granholm and how well it was organized.
- The new voice mail system should be up and running this week.
- Beginning in September, a pilot group of students will have the option to sign up for Google e-mail.
- Briefly mentioned a viewpoint article in West Michigan Business Review written by the chairman of the WMU Board of Trustees on the state of higher education in Michigan.
- Reported that our Board of Trustees sent a letter to our area legislators advocating for increased funding for higher education.

- The August 28 Cabinet meeting has been cancelled since it is the start of faculty seminar days and the Sept. 4 meeting will be brief and begin at 8 a.m.
- Enrollment for fall 2007 is looking good and is about even in comparison to last year – the deans are continuing to monitor various programs/sections.
- Reported for the record that faculty/staff from the CNM has scheduled a day-long planning retreat for Monday, August 27 and food will be catered.

Other Discussion Items

- **Review of Proposed Language for Senior Tuition Waiver for Schedule**
 - A draft of the proposed wording for the winter 2008 schedule explaining the Senior Tuition Waiver policy was reviewed. This will come back to the Cabinet for final adoption at the next meeting and will be formatted as a CMOP.
 - It was suggested that current students who have been receiving the waiver should be sent a letter informing them that the current policy will be enforced.
- **Update on Review of Archives Policies/Procedures**
 - Reported that Terry Hutchins, Nancy Taylor and Patricia Niewoonder met to review the library's archives policy. Changes have been drafted and it is now in conformance with the College's records, retention and disposal schedule as well as with the CMOP on records management.
 - This will be back on the agenda for a second reading at the next Cabinet meeting.
- **Discuss Chicago Fed Letter "Measuring Community College Performance"**
 - Briefly discussed the importance of the Chicago Fed Letter on the ongoing discussions regarding performance assessments for community colleges.
- **Travel** – the following travel items were reported for the record:
 - Amy Louallen will attend the Michigan Community College Human Resources Association fall conference in Bay Harbor, Michigan, Oct 10-12, 2007.
 - Larry Taylor and Charlie Fuller will attend a meeting at Macomb Community College on August 23 regarding a grant for alternative fuels.
- **Grants.**
 - Authorized a change in the budget for the Career Academies ITP grant to allow for additional revenues/expenditures for the auto academy because of a higher number of students enrolled for fall 2007.
 - Authorized a sponsorship request for Arcadia's hospitality room.
 - Authorized a sponsorship request to solicit sponsors for a dental hygiene continuing education conference.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, September 4, 2007 at 8 a.m. in the Board Room.