

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of September 18, 2007 Cabinet Meeting  
**Date:** September 18, 2007

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

### TBO Discussion

- a. Personnel items:
  - o Reported that a new custodian has been hired for the Arcadia Commons Campus and that structured interviews have been conducted for the police academy executive officer position.
  - o Authorized the filling of several vacant part-time positions – all in the budget.
- b. No new reality-check items were noted.
- c. Several Kudos! were shared.
- d. Other TBO Items – Cabinet members were invited to attend a meeting next Tuesday at 11 a.m. regarding TBO.

### Approval of Minutes

The minutes of the September 11, 2007 meeting were approved as submitted with a correction to the name of the animation magazine.

### Other

- Noted that the State has yet to adopt a budget for FY 2008 – there are many implications for the college depending on when the budget is adopted and whether there will be additional cuts to our budget.
- Mentioned changes in the notification process for closing the college due to inclement weather or other emergencies – fewer folks will have the authority to notify the media.
- The auditors are on campus.
- Reported that “scammers” are calling the college regarding office products – a notice will go out to all employees reminding them of the process for purchasing and receiving materials for the college.
- Heard a brief report from the MCCDEC meeting held in Lansing last week – there was a lot of talk on the state’s budget challenges, on the remedial audit, and on Perkins reporting.
- Google e-mail is almost ready to go online – I.T. staff is still working out a few bugs.

- Reported that a lot of progress has been made this semester by the general education faculty on assessment.
- Heard an update on Proposition 2 – a recommendation from a recent workshop was that part of our “employment report” needs to be deleted in order to be in compliance with the new law.
- Heard an update from the MCCA President’s meeting. Topics discussed at the meeting included: 1) the proposed changes in legislation for retiree health care coverage and changing the school employee retirement benefits to a defined-contribution program – both issues seem to be moving forward in the legislature and are likely to pass; 2) campus security issues and FERPA compliance; 3) the applied baccalaureate initiative; and 4) a proposal for bonding through a TIF-type financing program.
- Mentioned the process/timeline for appointing Board members when a vacancy occurs – it must be done within 30 days according to the revised election law.

### **Other Discussion Items**

- **2<sup>nd</sup> Reading of Tuition CMOP**
  - It was **MOVED, SECONDED** and **CARRIED** to approve CMOP 6110, Tuition Waivers and Discounts, as revised.
  - The proposed language to be included in the schedule regarding the senior tuition waiver was reviewed. Changes were suggested and it will be moved forward for inclusion in the winter 2008 schedule. A letter will also go out to all seniors who have been granted waivers in the past.
- **Review of Museum Strategic Plan**
  - Discussed the proposed museum strategic plan. Several questions were raised regarding the plan which Nancy will follow up on. It was recommended that the draft plan be shared with the Museum Advisory Committee and their input sought before bringing it to the Cabinet for review and approval.
- **Security Update**
  - Reported that Tom Edmunds has begun a security analysis and will be making some recommendations.
  - Reported that the College’s emergency preparedness committee will be reconvened and will review our plan for dealing with emergencies. Changes to the plan will be made as needed and then shared with the Cabinet.
- **Board Themes for 2007-2009 / Cabinet Assignments**
  - Reviewed the Board themes and made assignments as to which Cabinet member will take the lead. A few changes were made to the suggested activities for each of the themes.
  - Briefly discussed what updates should be shared with the Board at its October planning meeting regarding the Board themes.
  - This will be back on the agenda next week for further discussion.
- **Travel** – the following travel items were reported for the record:

- Ken Bouma will attend the National Academic Advising Conference scheduled for October 17-21, 2007 in Baltimore – he is on the national advisory board for assessment.
- Ken Barr Jr., Lois Baldwin and Diane Vandenberg will attend the National Association of Developmental Education meeting scheduled for February 27 to March 1, 2008 in Boston.
- Gloria Larrieu and Natalie Patchell will attend the International Transformative Learning Conference in Albuquerque, New Mexico, October 24-26, 2007.
- Geof Crosslin will attend the “Think Forward” workshop in Las Vegas, November 1-2, 2007. His attendance is being sponsored by a software company whose product is being using in the classroom. It was noted that the academic services unit may need to take a look at the costs of required software and textbooks and how they are chosen for particular classes.
- **Grants.**
  - Reported that we will not being applying for the DOL community-based training grant this year for the medical device industry because of the specific limitations of the grant. Noted that we will continue to look for other grant opportunities that could address local needs for the medical device industry.

**Next Meeting** - The next Cabinet meeting is scheduled for Tuesday, September 25, 2007 at 8:30 a.m. in the Board Room.