

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of November 13, 2007 Cabinet Meeting
Date: November 13, 2007

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

Members Absent: Cannell

TBO Discussion

- a. Personnel items:
 - o Reported on two part-time replacement positions that are moving forward – both are in the budget.
- b. No new reality-check items were mentioned.
- c. No new Kudos! were shared.
- d. Other TBO Items – mentioned the ongoing discussions with Gallup and some of their strength-measuring instruments available for students and employees.

Approval of Minutes

The minutes of the November 6, 2007 meeting were approved as submitted.

Other

- Reminded everyone to complete their annual on-line enrollment for health benefits.
- Heard a brief update from Louise on the MCCBOA meeting.
- Noted that a request for capital will be going to the November Board meeting for the automotive program – some of the requested items will be funded by Perkins.
- Mentioned the attendance at the museum last week for the part of the events with the Sacred Music Festival – concerns were raised regarding the college's liability and the need to ensure coverage for cooperative events such as this.

Other Discussion Items

- **Continue Discussion on Topics for the December Board Meeting and KVCC's Role in Working with the Under-Served Population**
 - o Cabinet members were asked to look at the "Bidwell School" web-site – several programs are in operation, including one in Grand Rapids and another in Pittsburgh. We should consider putting together a proposal for a program at KVCC to work with the under-served adult population.

- May also need to look at dollars available for workforce development training.
- **Review of Program Audits' Summary Report**
 - The changes to the document were reviewed and additional changes to page 2 will be forthcoming regarding documentation of academic qualifications for part-time instructors.
- **Projects for Student Interns**
 - Reported that 48 student are currently enrolled as interns, including seven at KVCC.
 - A request for an intern position at the museum was discussed and reviewed.
 - Discussed the need for establishing a centralized process for hiring more interns at the College as a way to invest in our students. Discussion on this topic will continue at the next regular Cabinet meeting.
- **Board Themes for 2007-2009 / Cabinet Assignments**
 - It was agreed that the individuals responsible for the specific themes/projects will be reviewed with the President at their regular standing meetings and then updates brought forward to the whole Cabinet when needed.
- **Continuing Discussion on Community College Benchmark Project** – Postponed until next regular Cabinet meeting.
- **Travel - the following travel items were shared for the record:**
 - Sandy Bohnet will attend Gallup's Great Manager Program, December 10-12 in Washington D.C.
 - Harland Fish will attend the eLearning 2008 Conference in St. Petersburg, Florida, Feb. 15-19, 2008.
 - Marilyn Schlack and Mike Collins will attend an AACC/CCAP meeting in Los Angeles, December 5-8, 2007.
- **Grants**
 - No grants presented.

Next Meeting - The next regular Cabinet meeting is scheduled for Tuesday, Nov. 27, 2007 at 8:30 a.m. in the Board Room.