

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of January 29, 2008 Cabinet Meeting
Date: January 29, 2008

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

Guests Present: Cindy Buckley and Charlie Fuller

Review of Welding Academy Budget for FY 2008 and Automotive Academy Budget for FY 2009

Cindy Buckley and Charlie Fuller presented a brief overview of the proposed budget for the new Welding Academy which is scheduled to begin March 31. It was noted that up to 15 students could enroll for this academy and that if the proposal/budget is approved as presented, the College would be subsidizing some of the expenses associated with this welding academy.

Cindy and Charlie also reviewed the proposed budget for the Automotive Academy for FY 2009. It is proposing an increase in student fees and that increase would need to go to the Board for approval.

It was moved and seconded that the Welding Academy ITP budget for FY 2008 and the Automotive Academy ITP budget for FY 2009 be approved as presented. Copies of the budgets as approved will be attached to the official minutes of the meeting.

TBO Discussion

- a. Personnel items:
 - o Several part-time, replacement positions, will be moving forward.
 - o The auto academy instructional position is in the process of being filled.
 - o The vacant counseling positioning will be filled with an adjunct for the remainder of this fiscal year and then filled with a tenure track position beginning in July.
- b. Reality Checks – a couple of reality check items were shared.
- c. Kudos were given to several individuals as well as to the college in general.
- d. Other TBO Items – no additional items mentioned.

Approval of Minutes

The minutes of the January 22, 2008 meeting were approved as corrected.

Other

- A draft of the proposed holiday schedule for 2010 was distributed. This will be on the agenda at next week's meeting.
- A proposal for intern positions for FY 2009 was distributed. This will be on the agenda at next week's meeting.
- Reported that the summer and fall schedules for 2008 is in the process of being developed. It was noted that since the Board has not acted on tuition for FY 2009, the schedule will include a statement similar to last year regarding the possibility of new rates being implemented for fall 2008.
- Briefly discussed the need to establish summer hours for 2008 since the schedule will be going to the printer fairly soon. It was tentatively agreed that summer hours would begin the week of May 5; it was agreed that Sandy Bohnet would verify the dates and send a notice to the Cabinet to confirm the actual starting and ending dates.
- Terry reported that the I.T. audit/assessment has been completed and he will presenting the audit report and recommendations at next week's Cabinet meeting.
- At the February 12 Cabinet meeting, a demonstration of new business intelligence software will be given – please plan for extra time following the regular Cabinet meeting.
- It was reported that the Learning Technologies Council is looking at alternatives to Educator and a recommendation for change will be forthcoming after further review.
- Heard a brief update from the MCCDEC meeting – noted that DLEG is being reorganized and the student “unit record” initiative is moving forward.
- It was reported that student data books have been distributed to the Cabinet in preparation for budget planning for FY 2009.
- The College has received official notification from the feds on the grant for the MHTSC – no details have been provided as to when the college will be receiving the funds.
- Reported that budget meetings are on-going with all administrators to review their individual budgets by unit – the process is working very well.
- Reported that students who receive financial aid checks this semester will be surveyed as to their preference for receiving their checks.
- Reported that Louise Anderson and Carol Mallinson attended a workshop on changes in accounting standards/procedures – the changes may impact some of our procedures.

Other Discussion Items

- **Developmental Education Discussion**
 - The developmental education team has started meeting and will report back to the Cabinet at a future date.

- **Budget Discussion for FY 2009**
 - Some of the Cabinet members have already begun to submit to the President their initial budget recommendations for FY 2009; the others were encouraged to share their drafts with the President at their upcoming standing meetings.
 - Cabinet members were reminded to follow the budget planning/prioritization instructions detailed in the President's memo and that the budget documents for FY 2009 can be accessed on the G-Drive.
 - The first meeting with the Board Budget Committee is scheduled for Feb. 8.
- **Travel - the following travel items were shared for the record:**
 - Wanda Scott, Kim Grubka and a group of dental hygiene students will attend the Chicago Dental Society Midwinter meeting, February 22-23.
 - Dawn Pantaleo will attend the AITP National Collegiate Conference in Memphis, Tennessee, March 27-30.
 - Maryalice Reck will attend an Access 2007 Level 1 Training Course in Grand Rapids, March 17-18.
 - Noted for the record that Marilyn Schlack, Mike Collins, Jeff Donovan, Terry Hutchins and Amy Louallen will attend the February 1 MCCA meeting at Schoolcraft College.
- **Grants**
 - Reminded everyone that all grants/solicitations need to follow the College's approval process.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, February 5, 2008 at 8:30 a.m. in the Board Room.