

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of February 5, 2008 Cabinet Meeting  
**Date:** February 5, 2008

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

### TBO Discussion

- a. Personnel items:
  - o Three part-time, replacement positions, will be filled.
- b. Reality Check:
  - o One new reality-check item was mentioned.
  - o Louise reported on a follow-up to the concern about long lines when students pick up financial aid checks – a survey of students has been conducted and the results will be evaluated.
- c. Kudos!
  - o Several folks who stepped up during the recent college closing were given Kudos and Terry Hutchins and his staff were commended for the results of the recent I.T. security audit.
- d. Other TBO Items – reported on a follow-up discussion with the Gallup representative on possible next steps for KVCC.

### Approval of Minutes

The minutes of the January 29, 2008 meeting were approved as submitted.

### Other

- Briefly reviewed suggested revenue bottom lines for FY 2009 – it includes recommendations for registration fees. It was noted that the draft document will be shared with the Board Budget Committee on Friday. This will be back on the agenda next week for continuing discussion.
- Received a draft document that provided various considerations regarding when fees need to receive Board approval – this will be on the agenda for discussion next week.
- Reminded the Cabinet that a representative from SunGard will be here next week, Feb. 12 at 10 a.m., to demonstrate new software.
- Received a copy of a “commentary” from the *Chronicle for Higher Education* regarding curriculum glut.

### **Other Discussion Items**

- **Holiday Schedule for 2010**
  - The holiday schedule for 2010 was approved as presented.
- **Internships for FY 2009**
  - Reviewed the list of proposed areas for interns for winter 2008.
  - It was agreed that the web design position in the library and the lab tech position at the MHTSC can move forward.
  - The other requested intern positions will be looked at more closely, evaluated in terms of need and budget availability.
  - The Cabinet was reminded that all student intern positions will follow the normal selection/review process in place by the internship office.
- **Review of I.T. Audit and Recommendations**
  - The Cabinet reviewed in detail the results of the I.T. security audit and recommendations. Many of the recommendations can be implemented immediately with minimal costs and existing manpower.
  - Mentioned the need to do a better job of monitoring computer usage.
  - The I.T. audit report will be shared with the Board in February.
- **Travel**
  - No travel items reported for the record.
- **Grants**
  - No grants submitted for consideration.

**Next Meeting** - The next Cabinet meeting is scheduled for Tuesday, February 12, 2008 at 8:30 a.m. in the Board Room.