

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of February 26, 2008 Cabinet Meeting
Date: February 26, 2008

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

Members Absent: Niewoonder

TBO Discussion

- a. Personnel items:
 - Reported that two Success Advocate positions are open.
 - Reported that interviews will be held for the Director of Libraries, Student Admissions Specialist, and Automotive Academy Instructional Manager (Adjunct).
- b. Reality Check – Security issue at CNM, Thurs, Feb 21st. Additional security added temporarily. Additional security measures are being implemented.
- c. Kudos! – no items shared.
- d. Other TBO Items:
 - Marilyn shared some of her insights on the Gallup trip in Omaha, Nebraska – Feb 18,19,20.
 - All Cabinet members need to be profiled on all 34 points.

Approval of Minutes

The minutes of the February 12, 2008 meeting were approved as submitted.

Other

- HR and Finance Office held a meeting on Mon, Feb 25th. Sandy will draft some changes.
- Next Cabinet Meeting: Course and Curriculum Council.

Other (continued)

- Mike Collins issued a college-wide memo concerning locked classroom doors. In addition:
 - a. Doors propped open should still be locked for easy closing.
 - b. Locked door policy should be part of classroom outline, also in schedule, and should be

sent out to students in VIP.

c. Locked doors issue to be discussed further.

- Student Cares Meeting was held to discuss concerns regarding student behavior problems/issues.
- Smoking issues at MTEC – Jim DeHaven will order signs for west doors.
- Louise Anderson indicated there will be a Business Office meeting on March 21st for budget, purchasing, and Banner training.
- Marilyn wants comments on Strategic Planning and Work Force Development at next weeks' Cabinet meeting.

Other Discussion Items

Budget Discussion for FY 2009

- Marilyn would like to have the Budget discussion finalized next Tues, March 4th.

Development Education

- Ideas in process.
- Student Success Center – Steve Cannell reported on retention rates.

Continue Discussion on Charging of Fees

- Board in discussion process.

Wind Energy

- Discussion regarding a Wind Energy Center on MTEC Campus. Jim DeHaven to bring the concept to Board Meeting.

Travel – the following travel items were reported for the record:

- Richard Kraas – AITP conference, March 27-30, 2008, Memphis, Tennessee
- Cindy Wilson, Lisa Winch-Michigan Community College Math & Technology Workshop, May 9-15, 2008, Muskegon Community College.
- Al Moss, Rod Albrecht-Michigan Society for Respiratory Care-2008 Spring Conference, March 31-April 2, 2008, Grand Rapids, MI
- Nick Meier – State High School Mock Trial competition, March 1, Grand Rapids and March 15 in Lansing
- Deb Bryant-Michigan Science Teachers Association Conf, March 7 & 8, 2008 in Lansing.
- Dick Shilts-MCCAA/NJCAA Athletic Dir Meeting, March 24, 25, 2008 in Warren, MI.
- KVCC Women's Tennis Team, NJCAA, May 3-9, Tucson, AZ

Grants

- Kalamazoo Valley Museum-Pfizer funded exhibition Genome, fall 2009.
- Kalamazoo Foundation Mini-Grant – Dress for Success, Resume Writing, Practice Interviews

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, March 4, 2008 at **3:30 p.m.** in the Board Room.