

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of March 4, 2008 Cabinet Meeting
Date: March 4, 2008

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

TBO Discussion

- a. Personnel items:
 - o No new items were mentioned.
- b. Reality Check – no new items reported.
- c. Kudos! were shared by the individuals who presented information about our SSC at a national conference.
- d. Other TBO Items – None.

Approval of Minutes

The minutes of the February 26, 2008 meeting were approved as corrected.

Other

- Reported that the Corrections Academy fees can be covered by the Kalamazoo Promise grants for eligible students.
- Reminded everyone to be careful when sending any personal information via e-mail – a lot of “phishing” regarding bank information and social security numbers has been e-mailed recently.
- The fiber optic link between the TTC and ACC has been upgraded.
- KVCC’s wellness program is being recognized by the Michigan State Legislature at the State’s *Diabetes and Kidney Day* event in Lansing – Blake Glass will attend the April 16 luncheon and accept the College’s plaque.
- Heard a brief report on the discussions regarding funding for KAFI and the on-going participation by local foundations. It was noted that KAFI needs to increase public attendance and several new programs are being explored.

Other Discussion Items

- **Budget Discussion for FY 2009**
 - o Reminded the cabinet members should include any manpower changes when discussing capital requests at their meetings with Louise and Marilyn and that all operating budget changes need to be submitted to Louise by March 12.

- The capital equipment list is accessible on the “G” drive.
- The Cabinet members were encouraged to carefully review the instructional utilization report recently prepared by Steve – this report ties back to capital outlay, manpower needs, and class scheduling.
- It was noted that if the capital equipment list can be finalized, we may be able to order some equipment early either using dollars from this year’s budget or next year’s.
- It was noted that some capital equipment items that were approved for FY 2007-08 have yet to be ordered.
- **Course and Curriculum Council**
 - Proposed changes in the charge for the Course and Curriculum Council were briefly reviewed – faculty representation on the council has been increased and meeting dates have changed.
 - It was **MOVED, SECONDED** and **CARRIED** to accept the changes to the charge of the Course and Curriculum Council as presented.
- **Discussion on Strategic Planning and Workforce Development**
 - It was agreed that the data for the section on enrollment comparisons from 2000 to 2008 needs to be incorporated before setting target numbers.
 - Suggested that when we compare financial data, we should primarily compare “general fund” dollars.
 - Changes as discussed will be incorporated.
- **Travel – the following travel items were reported for the record:**
 - Su Cutler will take a group of students to see a performance by Peter Cook on March 7 – she has reserved the college van for the drive to Goshen, Indiana.
 - Al Moss along with eight students will attend the MSRC Sputum Bowl to be held in Grand Rapids, March 31 to April 2.
 - Blake Glass and Jim Turcott are presenting at a Wellness Conference in Ann Arbor, March 12.
 - Janice Fulford, John Holmes, Mary Martin, Angela Robart and Jon Stasuik will attend the MCCVLC workshop which will be held at KVCC, March 10-14 – the only cost will be for registration fees.
 - Terron McClean attended the EMS Instructor’s conference, February 28-29 instead of Dan Benard.
 - Gena Mead will attend a training program in Lincoln, Nebraska, March 10-14.
 - Mary Lawrence, Dan Mondoux and Jim Taylor will attend a workshop sponsored by DLEG, March 13 in Lansing.
- **Grants**
 - None presented.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, March 11, 2008 at 8:30 a.m. in the Board Room.