

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of March 11, 2008 Cabinet Meeting
Date: March 11, 2008

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

TBO Discussion

- a. Personnel items:
 - o Matt Dennis is the new student admissions specialist.
- b. Reality Check – one reality check item was shared.
- c. No new Kudos!
- d. Other TBO Items – Noted that a number of Cabinet members need to take the StrengthsQuest profile.

Approval of Minutes

The minutes of the March 4, 2008 meeting were approved as presented.

Other

- Cabinet members were encouraged to participate in this round of wellness assessments.
- MCCA reported that the State is again raising questions about remedial education and the recent audit. As of this date, KVCC has not received a specific request from the Auditor General's Office for a site visit regarding the remedial audit.
- Heard a brief update from Louise on the MCCBOA meeting she attended. There were discussions on tuition/fee rates, cost containment issues and on the economic outlook for the state of Michigan.
- Reported that retention rates for first-time students served by the SSC from fall 2007 to winter 2008 is up when compared to the other first-time students.
- Agreed to meet for a one-day planning meeting for April 11.
- Heard a brief overview of the agenda for tonight's Board meeting.

Other Discussion Items

- **Budget Discussion for FY 2009**
 - o Reminded folks to have their operating/capital budgets ready for review at their upcoming budget review meetings.

- **Continuing Discussion on Strategic Planning**
 - Steve shared some projections for enrollment. It was agreed that we would use 2003 as the base comparison year which would give us a five-year history.
 - Steve and Louise will get the changes to Patricia so an updated strategic planning document can be prepared for the Cabinet prior to the April 11 planning meeting.
- **Discussion on Risk Management / Disclaimers**
 - Briefly discussed the article from the *Community College Times* on risk management issues. It was suggested that Louise will work with Dennis and Bruce to ensure the appropriate risk management/disclaimer statements are included in the schedule.
 - Folks were asked to look at the various programs that may have specific requirements where students would need to know the expectations before enrolling in a program, such as nursing and law enforcement.
- **Travel – the following travel items were reported for the record:**
 - Geof Crosslin will attend a business symposium in Asheville, NC, March 13-16 (note: this is the same symposium being attended by Jan White)
 - Debbie Dawson will attend the AITP conference in Memphis, March 27-30.
 - The Golf Team will be going to Richmond, Indiana, March 27-30.
 - Blake Glass will be going to Lansing on March 11-12 for a wellness event (he is taking Jim Turcott's place at the wellness conference).
 - Kathy Johnson will attend the Molecular Medicine Tri-Conference in San Francisco, March 25-26.
 - Daryl Chapman, Rob Kilkuski and Steve Vroegop will attend a meeting on Biomolecular Science in St. Louis, April 5-9.
- **Grants**
 - None presented.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, March 18, 2008 at 8:30 a.m. in the Board Room.