

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder (and Steve Cannell)
Subject: Minutes of March 25, 2008 Cabinet Meeting
Date: March 25, 2008

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

Guest(s) Present: Cindy Buckley and Trish Schroeder

Innovative Thinking Project Requests

Cindy Buckley presented a recommendation to amend the Career Academies ITP budget to allow for the hiring of a second director to oversee the development of a new “service” academy concept to explore training for lab techs, home health care aides, and the hospitality industry. It was noted that as these new academies are developed, budgets would come forward.

It was **MOVED, SECONDED** and **CARRIED** to endorse the changes in the Career Academies budget as estimated at \$90,000.

Trish Schroeder presented a proposal for a new “contract training” innovative thinking project that would include hiring one administrative assistant to provide support to the M-TEC as it responds to the training needs of local employers.

It was **MOVED, SECONDED** and **CARRIED** to endorse the Contract Training ITP for FY 2007-08 in the amount of \$17,279 and for FY 2008-09 estimated at \$63,000 for the first full fiscal year.

TBO Discussion

- a. Personnel items:
 - o The new part-time safety coordinator has been hired and three replacement part-time replacement positions were authorized to move forward.
- b. Reality Check – no reality check items were reported.
- c. A couple of Kudos! were shared.
- d. Other TBO Items – three design options for displaying our strengths were reviewed. It was agreed that fan-shaped design would be used.

Approval of Minutes

The minutes of the March 18, 2008 meeting were approved as corrected.

Other

- Louise reminded everyone that during Sue Egan's absence, Sue Hills will be the College's primary contact person for making travel arrangements.
- Reported that there are some scheduling issues with SunGard and their visit may be scheduled for sometime in April.
- Moodle will be replacing Educator as our instructional course management system.
- The draft of the academic calendar for 2009-10 was distributed – it will be on next week's Cabinet agenda for review/approval.
- College-wide meetings have tentatively been scheduled for Friday, April 4.
- Reminded everyone that the Cabinet's planning meeting is scheduled for April 11 and it will be held at the Kalamazoo Country Club beginning at 8 a.m.

Other Discussion Items

- **Budget Discussion for FY 2009**
 - Work on the budget for FY 2009 continues and the Board Budget Committee is scheduled to meet on April 8 to review the recommendations.
- **Discuss Agenda for April 18 Reception for Cong. Upton**
 - President Schlack, Board Chairman Patton, Cong. Upton and Rob Kilkuskie are tentatively scheduled to speak at the reception.
 - Invitees include: The KVCC Board of Trustees, the M-TEC Board of Advisors, Ron Kitchens and the Southwest Michigan First Board, KVCC administrators, and the local media.
- **Travel – the following travel items were reported for the record:**
 - Natalie Patchell and two PTK student officers will attend the 2008 PTK International Conference in Philadelphia, April 1-5.
 - Lois Baldwin, Laura Cosby, Amanda Mathews and Marsha Perkins will attend the Michigan Assoc. on Higher Education and Disabilities meeting in Grand Rapids, April 25.
 - Amy Louallen and Mary Westra will attend the Michigan Safety Conference in Lansing, April 15-16.
- **Grants**
 - No grants presented.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, April 1, 2008 at 8:30 a.m. in the Board Room.