

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of April 1, 2008 Cabinet Meeting  
**Date:** April 1, 2008

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

**Members Absent:** Kocher

### TBO Discussion

- a. Personnel items:
  - o The new auto academy instructor, Tom Sutton, began this week.
  - o Authorized the posting of a new full-time position in I.T. that will be the lead support person for the new learning management system for instruction.
  - o Authorized the posting of two part-time replacement positions for drafting, one part-time replacement position in human resources, and a new 30-hour a week position in human resources.
  - o Heard a brief update on personnel health issues.
- b. Reality Check – a reality check item regarding special events was mentioned.
- c. A couple of Kudos! were shared.
- d. Other TBO Items – agreed to begin the April 24 meeting with Gallup at 8 a.m.

### Approval of Minutes

The minutes of the March 25, 2008 meeting were approved as amended.

### Other

- Mentioned that we will be transitioning to a new applicant tracking software system –there may be some challenges with the transition which will be worked through.
- Reviewed the executive summary of the prediction analysis report for student success based on ACT/Compass scores. It was agreed that the discussion on this subject will continue. It is hoped that a recommendation could be in place for fall 2008.
- Mentioned the on-going success of the M-TEC, including new programs being offered and start-up companies renting space. Jim will draft a summary report for the Cabinet to review and to be shared with the Board in April.
- Briefly discussed the agenda and invitation list for the April 18 reception for Cong. Upton – reminded everyone that it will begin at 9:30 a.m. at the M-TEC.
- Reported that Mike Rude will be joining the M-TEC Advisory Board.

## **Other Discussion Items**

- **Budget Discussion for FY 2009**
  - Mentioned that the recently implemented staffing changes will be reflected in the FY 2009 budget, beginning July 1.
  - Reminded the Cabinet that the list of capital equipment for FY 2009 to be ordered before July 1 needs to be finalized by the end of the day today in order to have the list ready for Board approval next week.
  - Discussions are on-going with the Board regarding tuition and fees.
- **Review of Academic Calendar for FY 2009-2010**
  - The Cabinet reviewed and discussed various proposals for the academic calendar for FY 2010. It was MOVED, SECONDED and CARRIED to approve the 2<sup>nd</sup> version of the academic calendar for FY 2010.
- **Review Agenda for April 11 Planning Meeting**
  - A draft of the planning meeting agenda was distributed and reviewed. It will be reviewed again at next week's Cabinet meeting.
- **Travel – the following travel items were reported for the record:**
  - Kandiah Balachandran, Rick Bridges, Pat Conroy, Kristen DeKam, Tom Hughes, Michael Keller, Fran Kubicek, Gloria Larrieu, Dawn Pantaleo, Helen Palleschi, Arleigh Smyrnios, Theo Sypris, and Jonnie Wilhite will attend the Midwest Institute annual conference in Elyria, Ohio, April 18-19.
  - Ryan Cummings will attend Siemens training in Irving, Texas, June 1-6.
  - Denise Lindsley will attend the annual WorkKeys conference in Indianapolis, April 29-May 2.
  - Bonita Bates, Jenny Buysse, Gloria Norris and Diane Vandenberg will attend the Leadership Development Conference for Women, June 9-10 in Grand Rapids.
- **Grants**
  - Authorized the submission of a grant request to the KVCC Foundation to help support the KVM's Stryker Theatre programming.
  - Authorized the submission of a grant request to the KVCC Foundation to fund the development of a special exhibit celebrating the 50<sup>th</sup> anniversary of Motown.

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