

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of June 3, 2008 Cabinet Meeting
Date: June 3, 2008

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

TBO Discussion

- a. Personnel items – reported that:
 - o Two part-time replacement positions (interpretation specialists) at the Museum will be filled as well as one full-time position due to recent resignations.
- b. Reality Checks:
 - o None reported.
- c. Kudos! were given to:
 - o Louise Anderson for getting the budget together in preparation for Board adoption.
- d. Other TBO Items – the tentative “go live” date for PeopleAdmin is June 9.

Approval of Minutes

The minutes of the May 27, 2008 meeting were approved as submitted.

Other

- Several articles were distributed for review, including an editorial from the **Detroit Free Press** on community colleges and from the **Chronicle of Higher Education** on virtual computer labs.
- Noted that Dennis Bertch will be attending the Chronicle’s Leadership Forum this weekend instead of Marilyn.
- Agenda item for next week – scheduling a meeting with all administrators.

Action Items

- **ITG Proposals**
 - o **Review and Action: Wind Energy Project – Additional Funding Request**
An additional funding request in the amount of \$250,000 was submitted for Cabinet consideration. Other changes to the project were also reviewed – of note was changing the location of the wind turbine from the Groves to the Texas Township Campus. It was **MOVED, SECONDED** and **CARRIED** to

- accept the changes as proposed and that the funding request will be presented to the Board in June.
- **Review and Action: SSC/Strength-Based Coaches** – postponed until next week.
- Review of Board Goals for 2007-2009 – The goals were reviewed and it was agreed that everyone will submit their end of the year reports by July 1.
- Follow Up from the May 29 Planning Meeting –
 - Revised documents for managing our enrollment, branding and gateway to college were distributed.
 - Recommendations for committee members were reviewed and the chairs for each of the committees were asked to finalize their committee charge/goal statements in preparation for next week's meeting and to get memos ready to send to the people being invited to serve on the committees.
 - Discussed how the committees would report back to the Cabinet on a monthly basis. The overall goal is “managing our enrollment” and all of the committees interact and relate. It was agreed that all of the team chairs would report on progress on the 4th Tuesday of every month beginning at 8 a.m. and work through the morning.
 - The draft reporting format for the monthly committee reports was distributed and reviewed. It was agreed to use the format as presented and final copies for each committee will be e-mailed to each chair.
 - The Cabinet agenda for each regular Tuesday meeting will be: 1) TBO and a review of our strengths and of others’, and 2) various updates, travel, and grants.
 - A communiqué will be sent to the college community within the next couple of weeks letting everyone know what we are doing with our planning for 2008-2009 and our goal for managing our enrollment.

Other Discussion Items

- **Travel – the following travel items were reported for the record:**
 - Su Cutler attended the Michigan QA Readiness & Hands-on Workshop in Traverse City, May 15-16.
 - Keith Kroll will attend an NEH Landmarks of American History and Culture Workshop in Concord, MA July 20-26.
 - Lisa Gruber and Pamela Erb will attend a workshop on the “essentials of communicating with diplomacy” to be held in Kalamazoo, June 16-17.
- **Grants**
 - No new grant requests presented for consideration.

Next Meeting – The next regular Cabinet meeting is scheduled for Tuesday, June 10 and will begin at 8 a.m. in the Board Room.