

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of June 10, 2008 Cabinet Meeting
Date: June 10, 2008

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

Members Absent: Bertch and Collins

TBO Discussion

- a. Personnel items:
 - o Reported that Olga Ivanova has begun her full-time position in financial services and noted that Grace Gant's contract ends June 30.
- b. Reality Checks:
 - o Better notification regarding weather emergencies is needed.
- c. Kudos! were given to:
 - o Carol Mallinson for her ability to navigate Banner and work on payroll files.
 - o Lauren Beresford and Charlie Fuller in evacuating the M-TEC during last Friday's weather emergency.
- d. Other TBO Items – no additional items.

Approval of Minutes

The minutes of the June 3, 2008 meeting were approved as submitted.

Other

- A draft of a proposal for an innovation center for the digital arts was distributed and reviewed – the proposal will be shared with the Board at today's meeting.
- Noted that we will be upgrading the Banner system during the summer.
- PeopleAdmin is now "live."
- A memo has been sent to all administrators and budget supervisors regarding the year-end budgeting process in preparation for the annual audit – everyone was encouraged to follow-through as appropriate for their respective budget areas.

Action Items

- ITG Proposal
 - o **Review and Action: SSC/Strength-Based Coaches** – postponed until next week.

Other Discussion Items

- **Schedule Meeting with Administrators as well as a College Wide Meeting**
 - It was agreed that a meeting for all administrators would be scheduled for Monday, Jun 16 at 8 a.m. to review budget and planning items and that college-wide meetings would be scheduled for Monday, June 23.
- **Discuss Documents Retention Article**
 - Postponed until next week.
- **Travel – the following travel items were reported for the record:**
 - Bob Vezeau will attend the National Strength and Conditioning Association conference in Las Vegas, July 9-12.
 - Charlie Fuller will attend the National Alternative Fuel Training Consortium meeting in Asheville, NC, June 18-21.
 - Steve Cannell and Jim Taylor will attend this Friday's MCCDEC meeting.
 - Cindy Buckley will attend a meeting in Traverse City with representatives from the wine industry on June 19.
 - Mark Sloan and Terry Hutchins are meeting with representatives from Johnson Controls in Grand Rapids today to look at a key card system in place at the Grand Rapids airport.
- **Grants**
 - No new grant requests presented for consideration.

Next Meeting – The next regular Cabinet meeting is scheduled for Tuesday, June 17 and will begin at 8 a.m. in the Board Room.