

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of June 17, 2008 Cabinet Meeting
Date: June 17, 2008

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

TBO Discussion

- a. Personnel items:
 - o Agreed to move forward with the posting of an adjunct training coordinator position (replacement) for the M-TEC.
- b. Reality Checks:
 - o None mentioned.
- c. Kudos! were given to:
 - o Jim DeHaven for his presentation to the Kalamazoo Rotary on Monday.
- d. Other TBO Items – reported that H.R. is still working out some of the bugs from the PeopleAdmin installation.

Approval of Minutes

The minutes of the June 10, 2008 meeting were approved as corrected.

Other

- Discussed Jim's presentation at the Kalamazoo Rotary and the focus on the M-TEC and on a number of new programs being offered and the need to get the word out about its successes and its affiliation with KVCC – may need to name the building as well as the campus in the Groves.
- Reported that prices in the cafeteria will be raised effective July 1.
- Reconfirmed who will be attending the July 23 Board planning meeting.

Action Items

- ITG Proposal
 - o **Review and Action: SSC/Strength-Based Coaches**
Continued the discussion and review the strength-based coaches' project. Currently, all funding for the project will be provided by the innovative thinking fund but outside sources will be sought. It was **MOVED**, **SECONDED** and **CARRIED** to endorse the project as presented.

Other Discussion Items

- **Plan for Monthly Planning Meetings and Set Dates**
 - Agreed that our first “monthly” meeting is scheduled for Tuesday, July 15. Each committee should have met by then and will be able to provide their first report.
 - Additional meeting dates will be scheduled.
 - The agenda for next week’s college-wide meetings will include a brief update on the budget, and an overview of our planning/goals which would include brief reports from each of the committee chairs.
- **Discuss Documents Retention Article**
 - Discussed the article regarding documents retention and FOIA requirements which do not exempt electronic documents/data or e-mail messages. We need to be sure employees are aware of the requirements and additional training may be needed.
 - Our current policies as well as our documents retention manual need to be reviewed to ensure they accurately reflect the legal requirements.
 - Terry Hutchins will take the lead on this for next steps.
- **Travel – the following travel items were reported for the record:**
 - Sue Hollar, Tim Kane, Darlene Kohrman and Jon Stasiuk will attend the Michigan Math Educators’ conference in Holt, Michigan August 7-8.
 - Lois Baldwin will attend the AHEAD 2008 Annual conference in Reno, Nevada July 15-19.
- **Grants**
 - No new grant requests presented for consideration.

Next Meeting – The next regular Cabinet meeting is scheduled for Tuesday, June 24 and will begin at 8 a.m. in the Board Room.