

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of June 24, 2008 Cabinet Meeting
Date: June 24, 2008

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

Members Absent: Kocher

TBO Discussion

- a. Personnel items:
 - o No items reported.
- b. Reality Checks:
 - o No new items mentioned.
- c. Kudos! were given to:
 - o Everyone who presented at yesterday's college-wide meetings – Louise Anderson, Dennis Bertch, Sandy Bohnet, Steve Cannell, Mike Collins, and Jim DeHaven.
 - o Amy Louallen and Nick Rankin for their work getting PeopleAdmin up and running.
- d. Other TBO Items – no additional TBO items shared.

Approval of Minutes

The minutes of the June 17, 2008 meeting were approved as submitted.

Other

- Reminded everyone that annual reports on their Innovative Thinking grants as well as the annual reports on Board Themes are due July 1.
- Mentioned that the July 8 Board meeting will be a conference-call meeting and it is scheduled to begin at 4:30 p.m.
- Reported that the PeopleAdmin site is open and working – a notice went out to the college community last week.
- The budget proposal for the SSC for FY 2008 was distributed and reviewed. It was **MOVED**, **SECONDED** and **CARRIED** to endorse the budget as presented.
- Current SCH for the 2007-2008 year is close to 210,000 and forecasts for next year were made.

- Reported that the RFPs for the wind turbine(s) have been sent out and site visits by some of the potential vendors have been ongoing.
- Shared a letter from Keith Kroll thanking the Cabinet for funding his faculty development workshop.
- The Cabinet was asked to review an article from the Chronicle of Higher Education regarding assessment tests.
- Noted that this month's Community College Week had several articles of interest, including a listing of the top community colleges in terms of graduates in specific programs.

Other Discussion Items

- **Brief Review of Upcoming Planning Meeting**
 - Reminded everyone that the next Cabinet planning meeting is scheduled for July 15 and that the committee/board reports need to have substance and clearly show how we are going to engage the college community and address the Board themes and priorities. The presentations on the 15th will be a dress rehearsal for the Board planning meeting on the 23rd of July.
 - The Cabinet may also discuss on the 15th other possible agenda items for the July 23 Board meeting such as branding, open admissions vs. access, proposed security changes and upgrades, results of how the college addressed the Board themes for current year.
 - The Cabinet members were asked to consider whether or not all of the co-chairs for the five committees should be invited to attend the planning meeting on the 15th.
- **Travel – the following travel items were reported for the record:**
 - Annette Arkush and Denise Morrison will attend the Astra 2008 Users conference in Kansas City, Missouri October 19-22.
 - Trudy Wright and Dick Shilts will attend the NJCAA Compliance Seminar in Columbus, Ohio July 31-August 1.
 - Muriel Hice and Kathy Anderson will attend a workshop on “best practices in public purchasing” being held in Livonia, Michigan June 24.
- **Grants**
 - Authorized the submission of a grant for the Artist's Forum for the College's FY 2008 events to the Gilmore Foundation.

Next Meeting – The next regular Cabinet meeting is scheduled for Tuesday, July 1 and will begin at 8 a.m. in the Board Room.