

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

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

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

**Members Absent:** Bertch

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### TBO Discussion

- a. Personnel items:
  - o Janet Alm, the new Director of Libraries, began this week;
  - o An employee in the fitness center has submitted his resignation; and
  - o Yesterday was the last day at KVCC for Grace Gant and Tammy Saucedo.
- b. Reality Checks:
  - o Discussed issues related to graduation rates – inconsistencies in how some community colleges report numbers of graduates, the challenge in encouraging eligible students to graduate, our audit process for degrees, and the need for more automation in the process.
- c. Kudos! were given to:
  - o Ron Whitmire and Jim Lightfoot for their efforts in fixing computer problems.
  - o Carol Mallinson for her help with the budget.
  - o All the folks who helped and volunteered their time with the summer program “Steel My Summer.”
- d. Other TBO Items – Everyone briefly shared how they used some of their strengths during the past week.

### Approval of Minutes

The minutes of the June 24, 2008 meeting were approved as amended.

### Other

- Reported that Terry Hutchins qualified for the Xterra World Championship to be held in Hawaii in October.
- Cabinet members were encouraged to check out the Institutional Research website with information regarding student survey results.
- Jim reported that he has begun to receive inquiries about our wind energy center and that work is progressing on the development of the curriculum.

- Heard a brief update on the State's budget and the funding recommendation for community colleges – this means we could receive around \$122,000 less from the State than initially budgeted.
- Noted that retention of students is especially critical in terms of financial aid – KVCC must reimburse the feds when students on financial aid drop their classes – this can have a big impact on our budget.
- Reported that effective July 1, 2008 the federal mileage rate was increased to 58.5¢.
- SCH projections for FY 2009 were shared.
- Reminder on travel – as soon as any Cabinet member approves travel for an employee, please inform Sue Egan in order to get the best travel rates.
- The Capital Outlay budget is still pending – we will not know the outcome until later this summer. As of today, KVCC is back on the list.
- Reported on changes in the list of approved manpower for FY 2009 – one of the available positions could be allocated to I.T.
- Briefly reviewed Cabinet member vacation schedules for the next couple of weeks.

### **Other Discussion Items**

- **Travel – the following travel items were reported for the record:**
  - No travel items shared.
- **Grants**
  - No grant requests presented.

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