

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of August 19, 2008 Cabinet Meeting  
**Date:** August 19, 2008

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

**Members Absent:** Bohnet and Collins

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### TBO Discussion

- a. Personnel items:
  - o Reported that Grant Chandler has been hired as the new dean of instruction at the Arcadia Commons Campus, Victoria Hileski is a new nursing instructor, Joseph Sparks is the new Animation and Gaming instructor, and Aubrey Hardaway is an adjunct instructor for Animation and Media Arts.
- b. Reality Checks:
  - o No new items reported.
- c. Kudos! were given to:
  - o Nancy Taylor for conducting a strengths workshop for the Business and Financial Services unit.
- d. Other TBO Items – No other items shared.

### Approval of Minutes

The minutes of the July 29, 2008 meeting were approved as presented.

### Other

- The upgrades to the Siemens system are progressing well and are on-going.
- A draft of the charge and proposed membership for the Records Retention Committee was distributed and reviewed. It was suggested that an instructional dean may need to be added to the membership and that Dennis and Bruce will recommend someone to serve.
- Reported that the wind turbine will be located in the grassy area just west of the ATC parking lot.
- Mentioned proposed legislation regarding signing of waivers by parents – the Cabinet will be kept informed if and when this moves forward.
- An article regarding community colleges from the *Christian Science Monitor* was distributed.

- Reported that Lipman Hearne has been selected as the firm that will conduct our branding study.
- The Cabinet agreed to hold its next planning meeting on Friday, Sept. 5 instead of Aug. 29. It was also agreed that the Cabinet will not meet on Tuesday, Sept. 2 because of the start of the fall semester. The Cabinet will still meet on Aug. 26 for a brief meeting before seminar days begin.

### **Other Discussion Items**

- **I.T. Queue Recommendations**
  - A draft of the recommendations for I.T. programming requests was distributed.
- **Travel – the following travel items were reported for the record:**
  - Elspeth Ingls, Paula Metzner and Pat Norris visited the Albert Sloan Museum in Flint on August 1.
  - Annette Hoppenworth will attend the annual conference of the American Assoc. for State and Local History to be held September 10-13 in Rochester, NY.
  - Gail Fredericks will attend the annual conference of the National College Testing Association to be held in Baltimore, MD, September 3-6.
  - Two students will attend the Peace Jam International Conference in Los Angeles, September 11-13.
  - Mary Dey will attend an emergency preparedness workshop and the AAMA annual conference, both to be held in Rosemont, Illinois, October 17-21.
  - Mary Dey will attend the 2008 Fall Regional Immunization Conference to be held at the Fetzer Center in Kalamazoo, October 29.
- **Grants**
  - Authorized the submission of a grant request to the MEEMIC Foundation for a \$2,500 mini-grant to help support enhancements in the ELT program.
  - Authorized the submission of a grant request in the amount of \$7,000 to the Harold and Grace Upjohn Foundation to help support the educators' workshops at KAFI 2009.
  - Discussed the Innovative Thinking Grant "Gateway to College" – questions were raised regarding the types of classes being proposed, how are the classes being funded, equipment needs, etc. It was agreed that the ITG not be moved forward at this time but that we contract with an individual to design the program.

**Next Meeting** – The next regular Cabinet meeting is scheduled for Tuesday, August 26 and will begin at 8 a.m.