

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of September 9, 2008 Cabinet Meeting
Date: September 9, 2008

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

Guest Present: Cindy Buckley

TBO Discussion

- a. The following personnel items were reported:
 - o Traci Thomas has begun at the M-TEC serving as the administrative secretary for the Auto Academy and Bill Willging has been hired to work on special projects;
 - o LaJoyce Brooks, Diana Haggerty, and Lori Hatfield have been hired this month to fill the vacant positions in the SSC; and
 - o Raymond (TJ) Gill is the new Facilities Gym Coordinator – he is scheduled to start Oct. 6.
- b. Reality Checks:
 - o Reported that a hot plate was left on and unattended in a lab at the M-TEC – steps have been taken to prevent future mishaps.
- c. Kudos! were given to:
 - o Security staff at the M-TEC for noticing that the hot plate was left on before any incident could occur.
 - o Judy Collins, Candy Horton and Carol Orr for helping out with students.
 - o M-TEC staff and I.T. staff for the quality of M-TEC facilities and equipment.
- d. Other TBO Items – No other items shared.

Approval of Minutes

The minutes of the August 26, 2008 meeting were approved as presented.

Other

- A memorandum regarding the use of College bulletin boards was distributed – this topic will be on next week's Cabinet agenda.
- The Cabinet members were reminded that computer passwords are not to be shared with other individuals, including people that report directly to them.

- Reminded everyone to have their “emergency contact information” populated on the College’s VIP/Banner system.
- Reported that wellness appointments for the fall semester will begin shortly. This time, appointments can be made through an online scheduling system.
- Reminded everyone of College’s policies regarding solicitation and on the use of the College e-mail system – employees cannot solicit on behalf of or promote political candidates or use our e-mail system for such purposes.
- The SunGard business intelligence software demonstration is tentatively scheduled for September 25.
- An article on the ramifications of the Higher Education Act was distributed – this will be discussed in more detail at next week’s Cabinet meeting.
- The agenda for tonight’s Board meeting was briefly reviewed.
- Discussions are still underway regarding the design of the incubator to be housed in the Center for New Media – where it will be located, the type and size of space needed, equipment needs, etc.

Other Discussion Items

- **Update on Auto Tech Academy Budget**
 - Cindy Buckley presented a request to increase the Auto Tech Academy budget for FY 2009; she explained that 17 students were enrolled instead of 18 as budgeted and supplies came in higher. She also reviewed the job placement rate of the graduates from the first academy. It was **MOVED, SECONDED** and **CARRIED** to support an increase in the Auto Tech Academy budget for FY 2009 in the amount of \$8,159 as proposed.
- **Ethnic Codes**
 - Discussed some of the issues that have arisen since the passage of Prop 2 and the types of data we have collected in the past – federal requirements override state laws so some data may still need to be collected and reported to the federal government. It was agreed that we need to take a closer look at some of the federal requirements and/or programs that receive federal funding. This will be back on the agenda next week for further discussion.
- **Enrollment Trends**
 - Enrollment trend reports for the past several years were distributed and briefly reviewed.
- **Contracts with Outside Agencies for Instructional Services**
 - Contracts for several instructional service agreements were reviewed. It was questioned whether or not we should be contracting with an agency for credit or non-credit initiatives when the training is being provided to individuals who are not KVCC students and we do not have oversight for the curriculum and/or instructional quality. Several other issues were raised, including college liability, whether or not we should be doing this type of training, evaluation of the training provided, etc. A recommendation needs to come back to the Cabinet before enrollment begins for the winter 2009 semester.

- **Review of Revised ITG / Gateway to College**
 - Copies of a revised proposal for the Gateway to College innovative thinking project were distributed and reviewed. It was reported that the proposal has been modified and only includes the exploration phase with initial funding being requested for one employee and one contractor who will put a formal outline together for the proposal to establish a pilot program. It was **MOVED, SECONDED and CARRIED** to accept the proposal as amended.
- **Travel – the following travel items were reported for the record:**
 - Karen Matson and Linda Rzoska will attend the National Association of Schools of Art and Design annual conference in Seattle October 10-12; an application for Fast Track dollars has been submitted.
 - Kelley Asta and Dennis Bertch will attend the Michigan Council of Nurse Education Administrators' meeting in Grand Rapids, October 1.
 - Ray Hendriksma will attend the League for Innovation conference on Information Technology in Salt Lake City, Utah, October 19-22.
 - Al Moss will attend the Michigan Society for Respiratory Care Clinical Preceptor workshop in Lansing, September 17. The following four part-time clinicians will also attend: Connie Cook, Jill Deamud, Deborah Harris, and Kristi Holmes.
- **Grants**
 - No grants brought forward.

Next Meeting – The next Cabinet meeting is scheduled for Tuesday, Sept. 16 and will begin at 8 a.m.