

CABINET
MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of September 16, 2008 Cabinet Meeting
Date: September 16, 2008

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

Members Absent: Niewoonder

TBO Discussion

- a. Personnel items:
 - none
- b. Reality Check –
 - Due to the recent rain storms, a leak was found in room 3360, the auditorium was dealing with moisture issues (high humidity), and the Kalamazoo area experienced a tornado warning.
- c. Kudos!
 - none
- d. Other TBO Items
 - A reminder that attendance for the Talents and Strengths Overview is mandatory.

Approval of Minutes

The minutes of the September 9, 2008 meeting were approved as submitted.

Other

- New signage for the “Groves Campus” is being researched.
- Auditors are on campus for 2 weeks.
- KVCC is closer to implementing the phone system starting at the Groves Campus and Anna Whitten Hall.
- Lipman Hearne contract wording is being reviewed for our Branding Initiative.
- There was a short discussion regarding the “Breaking Through Initiative” which involves a series of meetings regarding strengthening post secondary education for low income adults. This would involve several community colleges joining forces to accelerate development of occupational pathways for low-skill adults.
- Classroom furniture - Desk/chair combinations are not easily accessible to all. We may need facilities services, instructors, and deans to be involved in replacement and/or walk throughs to check existing furniture.

- It was discussed that the budget at the national level is being influenced by stock market fluctuations and how this might affect Capital Outlay. The state government will need to reassess revenue for the Michigan economy.
- HR is pleased with "People Admin" software for on-line job applicants.

Other Discussion Items

- Use of Bulletin Boards – It was decided that students will be allowed to post items to non-restricted bulletin boards and tack strips with the understanding that all material will be removed weekly on Friday. This will give the student the opportunity to post the flyer at the most beneficial time and provide Facility Services dates for removing the postings. The removal notice will be posted above the non-restricted bulletin boards and tack strips.
- Ethnic Codes – The collection and reporting of racial/ethnic data is mandatory for all institutions that receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education regulations.
- Higher Education Opportunity Act (HEA) – the Conference bill imposed too many institutional reporting and related mandates to merit the American Association of Community Colleges support. They feel the new requirements will add substantially to institutional costs and be of little benefit to students. We may send a representative to a discussion meeting at Kirtland Community College, October 3rd.

Travel – the following travel items were reported for the record:

- Jackie Howlett, Jim Ratliff and Ann Lindsay to attend the Michigan Library Association Annual Conference at the Kalamazoo Radisson Hotel October 22-24, 2008.
- Bruce Panches and Jacob Arndt to attend the National Communication Association Conference Nov 21-24, 2008 in San Diego, California.
- Natalie Patchell to attend the National Council of Teachers of English Annual Conference Nov 21-25, 2008 in San Antonio, TX.
- Daniel Bernard to attend the SMEMSIC Professional Development Conference Oct 9-12, 2008 in Lansing, MI.
- Lisa Winch, Darlene Kohrman, Mark Sigfrids, & Tim Kane to attend Mathematics: Collaborating for Student Success (Michigan MATYC Conference) Oct 10, 11, 2008 in Bay City, MI.
- Sheila Eisenhauer, Nancy Vendeville, Jagat Talwar, Jon Stasiuk & Lee Marsh to attend Michigan MATYC Conference October 11, 2008, in Bay City, MI.
- Robyn Robinson and Laurie Dykstra to attend Administrative Assistant Conference Sept 26, 2008 in Lansing.

Grants

- Jim DeHaven reported:
 - (1) In-Kind Contributions for Fuel Odyssey (miscellaneous items: tire gauges, dinner award and cash up to \$1,000.
 - (2) In-Kind Contributions for KAFI with miscellaneous items and cash up to \$1,000.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, September 23, 2008 At 8:00 a.m. in the Board Room – please plan for four hours.