

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of October 7, 2008 Cabinet Meeting  
**Date:** October 7, 2008

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

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### **Strengths Discussion**

- Everyone shared how they have used their strengths during the past week.

### **TBO Discussion**

- a. The following personnel items were reported:
  - Mike Hall is a new part-time, adjunct employee in the research office and Leslie Shotwell is a new custodian – both began this week.
- b. Reality Checks:
  - Reported on an issue that came up regarding the development of a new web site for KAFI 2009 that had a different url from the College – questions were raised as to how it happened and how it can be remedied. It was agreed that the Web Council needs to be involved in the web site development process. More information and discussion is needed – it will come back to the Cabinet next week.
  - Reminded the Cabinet that all contracts need to be reviewed by the financial services office (click this link for more information: <G:\Finance & Business\Institution-wide\Contract Related\Contract Review Guidelines revised 7 17 07.doc> ) and purchasing guidelines need to be followed.
- c. Kudos! were given to:
  - Charles Pratt for taking the initiative to correct a problem related to food service being catered for a rental event at the M-TEC.
- d. Other TBO Items – reported on this week's upcoming strengths training workshops.

### **Approval of Minutes**

The minutes of the September 30, 2008 meeting were approved as corrected.

### **Other**

- Reminded everyone that Lipman Hearne will be on campus on Monday, Oct. 13, and they will be back on campus the 20<sup>th</sup> and 21<sup>st</sup> as well. Tours and meetings with a host of groups

have been scheduled, including with the College's various board members, community representatives, alumni, students and faculty/staff. Mike will send the schedule to the Cabinet.

- Louise shared a brief report from last week's MCCA meeting and she distributed an overview of the Higher Education Opportunity Act.
- Noted that ABC news will have a piece regarding Kalamazoo on their Wednesday night news program and a KVCC employee is scheduled to be interviewed.
- Shared the results of Plante and Moran's audit on IT security controls. This will be discussed in more detail at next week's Cabinet meeting.
- Heard a report regarding the settlement of a lawsuit against a technical college in Washington State regarding the quality of instruction/job readiness of an academic program.
- The 3<sup>rd</sup> Annual Redesign Alliance conference is scheduled for March 2009 – we should consider sending a team of four to six people – it was suggested that someone from student services, I.T., and academic services should attend.
- It was suggested that we may want to consider sending someone to attend an upcoming conference on the Power of eLearning sponsored by the University of Toledo.
- The new Higher Education Act includes changes in student disclosure requirements – this will be on the agenda for next week's Cabinet meeting.
- Briefly reviewed the agenda for next week's Board meeting.

### **Other Discussion Items**

- **Class Offering and Cancellation Guidelines/Credit Courses**
  - The revised class cancellation guidelines and procedures were reviewed and accepted as presented – copies of the guidelines and procedures will be attached to the official minutes of the meeting.
- **Records Retention Update**
  - It was reported that Records Retention Committee has been meeting and is on target with its goal of having the new records retention disposal schedule submitted to the State before the end of the year.
  - The Academic Services unit is addressing the question regarding faculty grade books and the length of time needed to retain that information.
  - A report on our records retention efforts will be shared with the Board for information purposes after the new records retention schedule has been submitted to the State.
- **Travel – the following travel items were reported for the record:**
  - Kelley Asta and Dennis Bertch will attend a meeting regarding the online LPN consortium in Lansing on October 8.
  - TJ Gill will attend a CPO training event to be held in Gaylord Oct. 22-23.

- Bob Bechtel and Sue Newington will attend a financial aid training session to be held at Grand Rapids Community College, November 13.
  - Mary Lawrence was added to the list of people attending the MCCBOA meeting being held in Benton Harbor, November 6.
- **Grants**
- Authorized the transfer of \$9,000 from the capital budget to the SSC innovative thinking grant for the purchase of computers for the SSC.

**Next Meeting** – The next Cabinet meeting is scheduled for Tuesday, October 14 and will begin at 8 a.m.