

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of November 11, 2008 Cabinet Meeting
Date: November 11, 2008

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

Members Absent: Bertch

TBO Discussion

- a. The following personnel items were reported:
 - o Bonnie McGee has accepted the position being vacated by Pat DeHaan who is retiring, Kelley Asta has submitted her resignation, and Kathy Anderson is retiring at the end of the year.
- b. Reality Checks:
 - o No new reality checks reported.
- c. Kudos! were given to:
 - o Gena Mead for the improvement in the textbook ordering process.
- d. Other TBO Items – Heard a brief of update on the exploration of establishing a strengths-based initiative in the Kalamazoo area.

Approval of Minutes

The minutes of the October 28, 2008 meeting were approved as submitted.

Other

- Heard a brief overview of the items discussed at last week's MCCBOA meeting.
- Received an overview of how we collect and record contact hours – this will be on the agenda at next week's Cabinet meeting.
- Received a summary of the Benchmark project comparing KVCC's student success rates in development courses with the overall success rates for the U.S. and of the other community colleges in Michigan who participated in the survey.
- Folks were asked to give Candy any updates in membership in their Managing our Enrollment committees/sub-committees.
- Mentioned the financial challenges with one of our computer suppliers – we may need to rebid some items due to delivery issues.

- Heard about some challenges with the upgrade to Banner 8 – we have postponed implementation until some of the bugs are worked out.
- Reminded the Cabinet that Cognos will be on campus next week for a software demonstration.
- Reported that the SunGard summit is scheduled for March 2009 in Philadelphia – we may want to begin discussing who should attend.
- Reported that a new student group has been formed to address recycling initiatives on our campuses.
- Reminded everyone about basic energy-saving measures, including turning off computers and other electrical devices when not in use.
- The dates for the part-time faculty orientation are January 6 and 10, 2009.
- Noted that our annual health enrollment forms need to be completed by Nov. 17.
- Briefly discussed possible changes in the holiday schedule – it will be discussed next week.
- Heard a brief overview of the agenda for tonight's Board meeting.
- Noted that someone in the community had raised a concern about the College's branding initiative.

Other Discussion Items

- **Finalize Details of Meeting with All Committee Members**
 - Reviewed a suggested agenda for the meeting with all committee/sub-committee members. It was agreed that the committee co-chairs will present an update which will include progress toward meeting their goals and other accomplishments toward Managing Our Enrollment.
 - Agreed to change the date of the entire group meeting from Nov. 18 to Dec. 2 and to begin the meeting at 8:30 a.m. The agenda will be finalized by the Cabinet at next week's regular Cabinet meeting.
- **Travel – the following travel items were reported for the record:**
 - Lois Baldwin and Colleen Olson will attend a meeting in Grand Rapids on Dec. 4 regarding benefits for veterans.
 - Dan Benard, Mary Dey, Al Moss and Jim Taylor will attend the Patient Safety & Workforce Retention conference in Lansing on Nov. 18.
 - Rob Haight will attend the Associated Writing Programs conference in Chicago, February 11-14, 2009.
 - The Cabinet agreed to postpone approval of future out-of-state travel requests pending a better understanding of the impact of the financial situation.
 - At next week's meeting, the Cabinet will review last year's and this year's travel report.
- **Grants**
 - No grants were presented.

Next Meeting – The next Cabinet meeting is scheduled for Tuesday, November 18 and will begin at 8 a.m.