

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of November 18, 2008 Cabinet Meeting  
**Date:** November 20, 2008

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

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### TBO Discussion

- a. The following personnel items were reported:
  - o No personnel items reported.
- b. Reality Checks:
  - o No new reality checks reported.
  - o Follow-ups on several were given – the traffic pattern study at the TTC is almost complete, there is still a 2-2 ½ year wait list for the nursing program, the task assigned to the Web Council needs to move forward, and progress is being made on “risk management disclosures.”
- c. Kudos! were given to:
  - o Everyone in the auto academy – students and staff – for the success and marketing of the free winterization checkups.
- d. Other TBO Items – Briefly heard how we are using “strengths” with staff.

### Approval of Minutes

The minutes of the November 11, 2008 meeting were approved as submitted.

### Other

- Mentioned slight modifications for class meeting times for the winter schedule.
- Heard an update on the planning for the installation of the wind turbine – our variance request is on tonight’s Texas Township Planning Commission agenda.
- Noted that beginning in fall 2009 student refunds (financial aid) will be electronically distributed. Higher One has been selected as the vendor for providing this service.
- A memo regarding adjunct faculty was distributed – this will be added to the Cabinet agenda in December.
- Heard a report from last week’s MCCA meeting – Mott CC has a new program funded in part by the U.S. Dept. of Agriculture for individuals on food stamps (we may want to look at this more closely), the state’s budget picture is gloomy and we may take an executive order, and the baccalaureate initiative is moving forward.

- The Cabinet members were reminded to have the December 9 Board meeting on their calendars.

### **Other Discussion Items**

- **Contact Hours Discussion**
  - Discussed how we count contact hours for academies – it was agreed that each new academy will be evaluated individually – some academies will be counted and others will not. The Cabinet will discuss which academies will be counted at the time the proposed academies come to the Cabinet for approval.
- **Holiday Schedule for 2008**
  - Agreed to close the college beginning on Thursday, Dec. 24 and re-open on Monday, January 5.
- **Review Agenda of December 2 Planning Meeting**
  - Reiterated that each of the committees will share reports at the planning meeting.
- **Review Travel Reports for FY 2009**
  - A copy of the 2008-2009 travel report was distributed. Cabinet members were asked to carefully review the list. The 2007-2008 list will be distributed this week.
- **Travel – the following travel items were reported for the record:**
  - Dick Shilts attended a coaches meeting at Owens Tech College on October 22.
  - Reiterated that all new requests for out-of-state travel are on hold until more is known about the challenges to our budget.
  - Kathy Johnson and Rob Kilkuskie will attend the Michigan Bio Conference in Novi on November 19.
- **Grants**
  - A grant request to the Gilmore Foundation was presented for consideration. The Cabinet felt it would be more appropriate for the grant request to be sent to the KVCC Foundation or to the Kalamazoo Community Foundation. This will come back to the Cabinet for further consideration.

**Next Meeting** – The next Cabinet regular Cabinet meeting is scheduled for Tuesday, December 9 and will begin at 8 a.m. The planning meeting with all committee members is scheduled for Tuesday, December 2 at the Groves Campus.