

**CABINET
MINUTES**

Kalamazoo Valley Community College

Office of President

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

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

Guest(s) Present: Lauren Beresford, Dave Hutton and Bill Willging

Innovative Thinking Grant Review

- **EspressWays Program** – Bill summarized what has been completed in Phase I of the ExpressWays program and he reviewed the next steps in the project, including the budget, for the extended research phase for the next three months (Jan. 1, 2009 through Mar. 31, 2009).

TBO Discussion

- a. The following personnel items were reported:
 - No items reported.
- b. Reality Checks:
 - Briefly reported on the challenges with the KAFI web site which was developed outside normal procedures. I.T. now needs to get involved to correct some of the problems.
- c. Kudos! were given to:
 - No items reported.
- d. Other TBO Items – A “strengths” card was distributed for people to post on their doors or in their offices and the Cabinet members briefly shared how they are using their strengths.

Approval of Minutes

The minutes of the November 8 meeting were approved as submitted.

Other

- It was reported that an announcement regarding an executive order from the Governor’s office is expected later this week.
- The bids from the architects for the capital outlay project were received last week and are in the process of being reviewed.

- An in-district high school graduation report was distributed and reviewed.
- Noted that a couple of software demonstrations are scheduled for this week – Terry will send a reminder to folks interested in the Oracle demonstration.
- The updated Records Retention and Disposal Schedule was distributed – this will be on the agenda for next week’s Cabinet meeting for discussion and it shared with the Board tonight.

Review of Board Reports/Managing Our Enrollment

- The five Managing Our Enrollment committees shared brief updates – all of the reports will be finalized in preparation for presentation at tonight’s Board meeting.
- The Cabinet briefly evaluated last week’s full committee meeting and agreed it was worthwhile. For the next full meeting, the Cabinet agreed that we will have easels set up for breakout sessions in order to let people respond to each of the committee reports and to share what they have learned from the other committees. The next meeting of all committee members will be held on a Friday to increase faculty attendance and it will be convened either the week before or after spring break.

Other Discussion Items

- **Discussion on Adjunct Faculty**
 - Discussion postponed until January.
- **Travel – the following travel items were reported for the record:**
 - Reported that the early registration period for the SunGard Summit ends on the 18th of December – it was suggested that we may need to send up to six people – two from student services, one from business and finance, and up to three people from I.T.
 - Dick Shilts will attend the Region XII Strategic Planning committee meeting scheduled for Wednesday, December 17 in Toledo, Ohio.
 - Mike Clark will attend the National Sports Clinic for softball scheduled for January 9-10 in Chicago.
- **Grants**
 - A grant request to help fund an event to bring in a deaf artist to KVCC was authorized to be sent to the Kalamazoo Community Foundation.
 - Discussed the ITG request for Phase II of the ExpressWays Program. It was MOVED and SECONDED to approve Phase II of the project in the amount of \$45,200. After a brief discussion about some of the computer/software needs, the motion CARRIED. Terry agreed that he will meet with Bill to get a better understanding of the I.T. needs for the project.

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