

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of January 6, 2009 Cabinet Meeting
Date: January 6, 2009

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

TBO Discussion

- a. The following personnel items were reported:
 - o Announced Carol Orr's retirement effective March 1 and reported that William Magonga is a new computer lab technician.
 - o Announced some temporary reporting changes in order to handle the various vacancies.
- b. Reality Checks:
 - o No new reality checks.
- c. Kudos! were given to:
 - o The folks in Payroll and I.T. for their work during the holidays.
 - o Gehry Gross for his efforts with students in the HVAC program.
- d. Other TBO Items – Everyone shared how they used their strengths during the holidays.

Approval of Minutes

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

Other

- Briefly discussed the state's economic outlook.
- Reported that enrollment for winter 2009 is looking good.
- A draft of the 2011 holiday schedule was distributed – it will be on the agenda for next week.
- Mentioned the need to select books for the upcoming book discussions – this will be on the agenda for next week.
- Heard a brief update on our assessment efforts – Dennis reminded everyone that our assessment report is due to the Higher Learning Commission August 2009.
- Received a draft of the changes to the format for academic program plans.
- Reported that the 3rd and final interview with the architects who submitted bids for the construction project is scheduled for today; a recommendation for the architectural firm will be made soon.

- Heard an update on the wind turbine project –
 - trenching for the underground cable to the wind turbine will be completed this week,
 - the wind turbine blades will be installed later this month and an unveiling ceremony will be scheduled shortly thereafter, and
 - the development of credit as well as non-credit programs for the maintenance and installation of turbines are progressing well.
- The first reading of the proposed revisions to the “Acceptable Use Policy for the Internet and the KVCC Computer Network” (CMOP 5010) will be on the agenda for next week.

Other Discussion Items

- **Review of Records Retention and Disposal Schedule**
 - The Cabinet members were asked to review the revised schedule one last time before it is finalized and sent to the State. This will be back on the agenda next week for final approval.
- **Discussion on Adjunct Faculty**
 - Briefly discussed the impact of part-time/adjunct faculty at KVCC and our efforts to ensure they are a part of college, the training and orientation programs we offer, the evaluation process, and the benefits they receive.
 - It was reported that full-time instruction at KVCC exceeds part-time instruction based on an analysis of I.U. data. This means that more than 50 percent of instruction at KVCC is provided by full-time instructors.
 - The topic of contracting with full-time employees to teach part-time will be discussed at next week’s meeting.
- **Schedule Date for Next Planning Meeting**
 - Reported that there are some schedule conflicts for the February Board planning meeting and the date of the meeting may need to be changed. This will impact when the committees give their presentations to the Board. The Cabinet will discuss the options at next week’s meeting.
- **Travel – the following travel items were reported for the record:**
 - Jim Taylor will attend the Michigan Career Conference in Detroit, Feb. 8-10.
 - Keith Kroll will attend the Conference on College Composition and Communication in San Francisco, Mar. 11-14. It was noted that there will be no cost to the college for his attendance.
- **Grants**
 - No grant items presented.

Next Meeting – The next Cabinet meeting is scheduled for Tuesday, January 13 and will begin at 8 a.m.