

**CABINET  
MINUTES**

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of January 13, 2009 Cabinet Meeting  
**Date:** January 13, 2009

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

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## **TBO Discussion**

- a. The following personnel items were reported:
  - o Noted that the recruiting has begun for director of facilities position.
- b. Reality Checks:
  - o No new reality checks.
- c. Kudos! were given to:
  - o The facilities crew for clearing out the snow from the parking lots and sidewalks in time for the start of the new semester.
  - o The New Part-time Faculty Orientation Team and the great job they did to quickly reschedule the orientation following the snow day.
  - o Bruce, Dennis and the deans for managing the schedule so well.
  - o Mike Olvitt and his crew for their help with the construction associated with the installation of the wind turbine.
- d. Other TBO Items – No other TBO items noted.

## **Approval of Minutes**

The minutes of the January 6, 2009 meeting were approved as submitted.

## **Other**

- Reported that RFP's for our food service will be mailed out today – a decision will be made by the end of March 2009.
- Reviewed some initial budgeting and planning parameters for 2009-2010. At this time, no new capital or manpower will be considered.
- Reported that we received the unofficial notice that the automotive program, including the academy, has been approved for accreditation.
- Authorized up to \$3,000 for the hiring of an intern for the apprenticeship/employment area for one semester.

- Mentioned that there is some confusion between the Student Services Center and the Student Success Center – both are referred as the “SSC” – this may entail renaming the Student Services Center.
- Heard a brief overview of the agenda for tonight’s Board meeting. The recommendation will be coming forward for the hiring of an architectural firm for the College’s construction project on the Texas Township Campus.
- There is a possibility that the February Board meeting will be rescheduled or cancelled.
- Noted that Bruce was given a national award by the National Guard for his support of the Michigan Youth Challenge Academy.
- Reported that the inauguration of the Wind Turbine is scheduled for February 18 and that KVCC will be Entegriy’s designated training center for wind turbines.

### **Other Discussion Items**

- **Review of Records Retention and Disposal Schedule**
  - It was MOVED, SECONDED and CARRIED to accept the revised records retention disposal schedule as proposed and that the schedule be sent to the State for formal approval.
- **Approval of 2011 Holiday Schedule**
  - It was MOVED, SECONDED and CARRIED to accept the 2011 Holiday Schedule as proposed.
- **Book Discussion Groups – What to Read?**
  - It was agreed that the Cabinet would re-read “Good to Great” and each Cabinet member would be assigned to lead the discussion for one chapter in the book starting next week. The first fifteen minutes of each meeting will be devoted to the book discussion.
  - The following chapter assignments were made: Jim #1, Louise #2, Steve #3, Laura #4, Candy #5, Patricia #6, Terry #7, Mike #8, Bruce #9 and Dennis #10. Sandy will take the 1<sup>st</sup> chapter and Marilyn the 2<sup>nd</sup> chapter in next book.
- **Discussion Regarding Full-Time Employees Teaching Part-Time**
  - It was reported that the office of Academic Services is implementing a hiring policy and will no longer be contracting with full-time KVCC employees to teach on a part-time basis during regular working hours.
  - In the past there has been inconsistency in authorizing someone to teach part-time. Some positions do not allow for flexible schedules because offices are not open evenings while others may.
  - Effective summer 2009, full-time KVCC employees cannot teach part-time during regular working hours nor can they teach more than 2 classes in any one semester.
- **Schedule Date for Next Planning Meeting**
  - It was agreed that the next Cabinet planning meeting will be held on Tuesday, February 3.
- **First Reading of Proposed Revision to “Acceptable Use Policy for the Internet and KVCC Computer Network”**

- Terry reported that there was a complete overhaul/re-write of the policy with input from the College's attorney.
- Suggestions were made to change/clarify the policy, including being more specific regarding the College's reference to it "Swap Meet" site, clarifying the section on prohibited activity and adding a section on maintaining a list of authorized individuals to take lap tops off campus for college use.
- It was MOVED, SECONDED and CARRIED to accept the revised policy for a first reading. Terry will bring back the revised policy for a 2<sup>nd</sup> reading next week.
- **Travel – the following travel items were reported for the record:**
  - Louise will visit Delta College on January 18 to tour their food service operation.
  - Gina Fischer will attend the American Association for State and Local History Performance Management meeting in Nashville, Tennessee, April 4-6, 2009.
  - Dennis Bertch will attend the MCNEA meeting and conference at Lansing Community College, February 19-20, 2009.
  - Roger Miller and Bob Bectchel will attend a Michigan Student Financial Aid Association winter training in Dearborn, January 25-28, 2009.
  - Dawn Panteleo and Rick Kraas, along with a group of students, will attend the AITP collegiate conference in Oklahoma City, April 2-4, 2009.
- **Grants**
  - Authorized a list of potential sponsors for KAFI 2009.

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