

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of February 3, 2009 Cabinet Meeting
Date: February 4, 2009

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

TBO Discussion

- a. The following personnel items were reported:
 - o Mary Lawrence's job has changed and she is now the Assistant Controller.
- b. Reality Checks:
 - o No new reality checks.
- c. Kudos! were given to:
 - o Muriel Hice for her help with the business intelligence RFP.
 - o DeLynne Andres and Mike McCall for their efforts to get more students to petition for gradation.
- d. Other TBO Items:
 - o A DVD, "The Truth About You" by Marcus Buckingham will be shown at the Feb. 10 meeting of the Cabinet and Nancy Taylor will attend the Feb. 17 meeting for a follow up discussion.
 - o The Cabinet members shared how they are helping their staff understand and use their talents.

Approval of Minutes

The minutes of the January 27, 2009 meeting were approved.

Other

- The President talked about her recent meeting with Cong. Upton and other community leaders on the proposed stimulus package and other legislative issues.
- Mike reported that the first planning "charrette" for the capital outlay project was held with Eckert-Wordell.
- There is a pre-proposal meeting being held today for construction management firms interested in bidding on our capital outlay project.
- Reported that 100+ invitations for the Feb. 18 inauguration of the Wind Turbine were mailed last week.
- The RFP for the business intelligence project was sent out this week.

- Heard a brief update on the development of the policy/procedures for the use and disposal of equipment and college documents.
- The Center for New Media will be participating in this Friday's Art Hop in downtown Kalamazoo, 5-7 p.m.
- Noted that the Hospitality Academy's first graduation is scheduled for Monday, Feb. 9.
- It was reported that an RFP has been sent out for our food service and that Louise visited Delta College to observe their food service operation which is done in-house. Proposals for our food service are due by Feb. 16.

Other Discussion Items

- **Financial Aid Check Distribution**
 - Reported that we will be contracting with an outside vendor for distribution of financial aid checks. It is hoped that the new process will be implemented in time for the fall 2009 semester. It was suggested that the financial services and the financial aid offices work together to ensure a smooth implementation and coordination of the new process.
- **Innovative Thinking Grant Summary Report**
 - The summary of the quarterly reports for the innovative thinking projects was briefly reviewed. The Cabinet members were reminded that at the next quarterly review session, a discussion on what projects will be funded for next year will begin. The summary will be posted to the intranet.
- **Welding Academy**
 - Reported that there was some confusion regarding the establishment of non-credit/contract training for welding being offered by the M-TEC with the training to be provided at a company in Marcellus. It was clarified that the training being provided is not another welding academy.
- **Travel – the following travel items were reported for the record:**
 - Mike Collins and Steve Doherty will attend the ACCT workshop in Washington DC, Feb. 8-11.
 - Jim Turcott will attend an ACT meeting in Lansing on Feb. 4 along with Laura Cosby and Michael McCall.
 - Gloria Barton-Beery, Marie Rogers and Helen Palleschi will attend the Evidence-based Nursing Conference in Lansing, Feb. 20.
 - Elspeth Inglis and Elizabeth Barker will attend the Museums and the Web 2009 Conference in Indianapolis, April 15-18.
 - Louise Anderson will attend the MCCBOA in Lansing, March 4-6.
 - Colleen Olsen and 2 students will attend the Midwest Student Veteran's Conference in Wheaton, Illinois, Feb. 27-28 – funding for this event is being provided through the student club and student activities.
 - Natalie Patchell and three PTK students will attend March 25 PTK award luncheon in Lansing.

- Natalie Patchell and the team of officers from KVCC's PTK chapter will attend the Michigan Regional Convention for PTK to be held in Dearborn, May 15-17.
- **Grants**
 - Authorized the solicitation of several food vendors/restaurants for KAFI.

Next Meeting – The next Cabinet meeting is scheduled for Tuesday, Feb. 10 and will begin at 8 a.m. in the Board Room.