

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of April 21, 2009 Cabinet Meeting
Date: April 21, 2009

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

Guests Present: Howard Carpenter

Innovative Thinking Grants

- Wind Design/Manufacturing – Howard Carpenter presented the revised budget for the proposed innovative thinking grant for establishment of a Wind Turbine Generating course. It was MOVED, SECONDED and CARRIED to approve the proposal in the amount of \$84,525.00 for FY 2009-10.

TBO Discussion

- a. Personnel Items – Reported on the resignation of Kathy Johnson from her position at the M-TEC.
- b. Reality Checks
 - No new reality checks noted.
 - Briefly reviewed the status of several reality checks – updates need to come back to the Cabinet.
- c. Kudos!
 - To Laura Cosby and her staff, including Bonita Bates, for the Focus Program Awards luncheon, recognizing the successes of our students who are transferring.
 - The folks in the SSC Career Department who coordinated yesterday's luncheon for students who have gone through the strengths assessment.
 - Other TBO Items:
 - **Engaging Everyone** – Briefly discussed how various Cabinet members are using the strengths with their staff members.
 - **Brutal Facts** – discussed communications issues and how we can improve various means of information sharing, including making it easier to find things on our intranet and VIP. This will be discussed again next week.
 - **Hedgehog Discussion** – took another look at our hedgehog and discussed what it truly means for KVCC. This needs to be discussed at the next planning meeting.

- d. Book Discussion – Marilyn led the discussion on chapter nine of “Good to Great.” At next week’s meeting, the Cabinet will decide the next book to read and discuss.

Approval of Minutes

The minutes of the April 7, 2009 meeting were approved as presented.

Other

- Briefly discussed the policy on use of KVCC equipment and what constitutes “personal benefit.” It was agreed that when in doubt, employees should check with their supervisor first and document how the equipment will be used.
- Louise reported that the external auditors will be here beginning in late June and then again in mid-to-late September to conduct the audit.
- Suggested that we look at allocating some of the capital equipment items for the wind generator manufacturing course to Perkins funding.
- Our Records Retention plan has received approval from the State.
- We now have an automated notification process that will be implemented soon to inform appropriate offices/personnel when an employee ceases to work at KVCC.
- Terry mentioned some updates on software and licensing, including budget related issues for the Oracle license.
- Approved the proposed changes to the automotive academy budget for FY 2009 in order to hire a part-time instructional manager to finish out this year.
- Approved the budget for the ExpressWays program to finish out this fiscal year.
- Reminded everyone that we will be rolling the budget flat for FY 2010.
- The Cabinet members were asked to bring their calendars to next week’s Cabinet meeting to schedule a planning meeting.

Other Discussion Items

- **First Reading of Proposed Revision to CMOP 3080**
 - Discussion postponed pending a response from the attorneys.
- **Discussion on Collecting Student Data/Admissions Form**
 - Terry mentioned that Banner does have a data collecting component that we could implement. He, along with Steve and Laura, will look on this and bring back a recommendation.
- **Posting of Faculty Positions/Adjuncts**
 - Reported that faculty positions for FY 2010 will be filled with adjuncts.
- **Tuition Refund Guidelines**
 - Discussed the possibility of shortening the time line for granting full refund of tuition. This will be back on the agenda for next week.
- **Travel – the following items were reported for the record:**
 - Howard Carpenter and Bill Wangler will attend the Wind Power 2009 Conference in Chicago, May 4-7, 2009. It was noted that Cindy Buckley and possibly Trish Schroeder will also attend.

- Mary Lawrence and Louise Anderson will attend a seminar hosted by Plante & Moran in Ann Arbor on May 14, 2009.
- Heidi Stevens-Ratti and Pat Pallett will attend the MiACADA 2009 conference at Lansing Community College, May 11, 2009.
- Karen Visser will attend a Web Marketing conference in Chicago, June 4-5, 2009.
- Jim Lightcap and David Lynch will attend Xiotech 3D 3000 training in Eden Prairie, May 11-24, 2009.
- Gwen Conarton, Carol Heeter, and Jolene Osei will attend WebFOCUS training in Troy, Michigan, April 28-29, 2009.
- Janet Alm and Ann Lindsay will attend the Michigan Library Consortium meeting in Lansing, April 27, 2009.
- Dennis Bertch will attend the meeting of the Michigan Council of Nurse Education Administrators in Traverse City, May 28-29, 2009.
- Lois Brinson-Ropes will attend the Mi-ACE and MC-ICE Joint Conference in Bay Harbor, Michigan, June 4-5, 2009.
- Kathy Johnson will attend a Renewable Energy Technology Conference at Kettering University in Flint, April 22, 2009.
- **Grants**
 - No grant requests were submitted.

Next Meeting – The next regular Cabinet meeting is scheduled for Tuesday, April 28 and will begin at 8 a.m. in the Board Room.