

**CABINET
MINUTES**

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of April 28, 2009 Cabinet Meeting
Date: May 1, 2009

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

TBO Discussion

- a. Personnel Items – Reported that Theresa Hollowell will retire June 1.
- b. Reality Checks
 - o Patricia shared an update on posting of committee/council minutes on the web. She will conduct a mini-audit see if all councils are meeting and sending their minutes to archives.
 - o Terry shared a concern about selling class seats in high demand courses on Craigslist.com. He reported that we are looking at dealing with it.
- c. Kudos! were given to the following people:
 - o Everyone who helped with last weekend's successful graduation ceremony.
 - o The Employment and Career department for the impression management workshop.
 - o Pat Norris and Jim Ratliff for their help with the Mary Spradling memorial event.
- d. Other TBO Items:
 - o **Other TBO** – Agreed that we may need to look at our plan to ensure we are all “in sync” and following it.
- e. Book Discussion – Agreed to read “Strengths Based Leadership” as the next book for the discussion.

Approval of Minutes

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

Other

- The draft 2010-2011 academic calendar was distributed – it will be on the agenda for the next meeting.
- Mike reported that phase one of the capital outlay project is being submitted to the State for final approval.

- Mentioned that an RFP has been sent out for the proposed expansion of the building in the Groves Campus to accommodate the wind energy lab.
- Progress is being made on the UC4 installation. Once finalized, it will allow us to automate some of the batch cancellation processes that are currently being done by hand.
- Mentioned new phone technology/service for the hearing impaired. We will be installing several of the devices on campus and locating one device in the offices of our part-time faculty members who are hearing impaired.
- Agreed to purchase an additional eight AED units for our campuses.
- Representatives from our Canadian and German wind partners will be here next week.
- The Higher One “kick off” will be Thursday.
- A copy of the proposed CMOP for Red Flag Rules was distributed. It will be on the agenda for a first reading next week and then sent to the attorney for review prior to final adoption.

Other Discussion Items

- **First Reading of Proposed Revision to CMOP 3080**
 - Discussion postponed – waiting on recommendation from legal counsel for review.
- **Discussion on Collecting Student Data** – Terry reported that it is possible to collect different data through Banner. Terry, Laura, Steve and Carol Heeter will meet and a recommendation will be brought back to the Cabinet.
- **Tuition Refund Deadlines** – Discussed some of the issues surrounding the establishment of dates for granting full refunds and notifying students of open seats when someone drops a class. This also relates to not having a “wait list” for high demand classes that fill up quickly. It was agreed that Mike would bring back a recommendation next week as to who should be on an ad hoc committee to review the issues.
- **Schedule Date of Next Planning Meeting** – Agreed to meet on Tuesday, May 5 for Cabinet planning. Some of the topics for the planning discussion include – next year’s goals for managing our enrollment, the business intelligence project, the budget, personnel items, and enrollment projections (how we are going to deal with the increased numbers).
- **Travel – the following items were reported for the record:**
 - No travel items reported.
- **Grants**
 - Authorized the submission of three grants requests for the KVM to the KVCC Foundation to help support the Fretboard Festival, the day program events at the Stryker Theater, and for the Friday Evening Program Series.

Next Meeting – The next regular Cabinet meeting is scheduled for Tuesday, May 12 and will begin at 8 a.m. in the Board Room. The Cabinet planning meeting is scheduled for May 5.