

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of June 2, 2009 Cabinet Meeting  
**Date:** June 8, 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. Personnel Items
  - o Briefly discussed various personnel items and updates.
- b. Reality Checks
  - o Talked about some of the challenges with assigning credit equivalency for some of the academies to help students qualify for Promise dollars.
  - o Mentioned the need to be vigilant regarding computer viruses.
- c. Kudos! were given to the following people:
  - o No new Kudos shared.
- d. Other TBO / Brutal Facts – talked about the challenge with parking on the Texas Township Campus which will be exacerbated by the large enrollment increase for fall 2009.
- e. Book Discussion – Bruce led the discussion of part 2 of the book “Strengths Based Leadership.”

### Approval of Minutes

The minutes of the May 26, 2009 meeting were approved as distributed.

### Other

- Heard a brief update on the agenda for the June Board meeting.
- Briefly discussed GM’s bankruptcy, the impact on the State in terms of the budget and the unemployment rate, and the need for us to continue to focus on our future and what we do best.
- Reported that the Wind Energy Center received an award from MiBiz.
- Reported that we are moving forward with the implementation of HigherOne. Concerns were raised regarding the relationship with HigherOne and not understanding the full impact on the institution and the students.

- Patricia shared information from an MCCA meeting of administrative assistants which talked about records retention policies. At the meeting, it was reported that the State is using KVCC's records retention schedule as an example for other college's to follow.
- Reported that the student activities department is hosting a picnic in the Commons on June 17, 2009 to give students an opportunity to meet and mingle with faculty and staff.
- Laura shared information on the use of Facebook – she will come back with a recommendation in two weeks.
- Terry reported that the air conditioning unit in the phone room is being replaced and the hardware in the Bookstore is being replaced.
- Agreed that Sandy Bohnet will be assigned authority for e-mail access. The CMOP regarding e-mail and internet usage will be brought to the Cabinet for possible revision.
- It was announced that repairs to the roof will begin July 1 and classrooms in the 2100 area may need to be relocated.

### **Other Discussion Items**

- **Recommendation on Changing Tuition Refund Deadlines** – This will come back next week for further discussion.
- **Discussion on Employee Donations to the KVCC Foundation** – Discussion postponed to next week.
- **Review of Police Academy Fees** – Reviewed the proposal to increase fees for the Police Academy and discussed some of the differences between our academy and the academies offered at other community colleges in the state. It was MOVED, SECONDED and CARRIED to increase the Police Academy fee by approximately 14 percent and that the recommendation be moved forward to the Board.
- **Travel – the following items were reported for the record:**
  - Gina Fischer will attend the American Association for State and Local History annual meeting in Indianapolis, August 26-29.
  - Deb Bryant, Sue Hollar, Tim Kane, Darlene Kohrman, Charissa Oliphant, Cynthia Schauer, Jon Stasiuk and Lisa Winch will attend the Michigan Joint Education Conference in Holt, Michigan on June 24.
  - Roger Miller will attend the Michigan Student Financial Aid Association meeting to be held at Shanty Creek, June 21-24.
  - Lisa Breithaupt, Cindy Buckley, Mary Lawrence, and Trish Schroeder will attend a meeting at MCCA on June 9.
- **Grants**
  - No grant requests presented.

**Next Meeting** – The next regular Cabinet meeting is scheduled for Tuesday, June 9 and will begin at 8:00 a.m. in the Board Room.