

**CABINET
MINUTES**

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of June 9, 2009 Cabinet Meeting
Date: June 9, 2009

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

Members Absent: Cosby

TBO Discussion

- a. Personnel Items
 - o Reported that we are moving forward with interviews for the vacant director of facilities' position.
 - o Applications are being received for the vacant dental hygiene faculty position.
- b. Reality Checks
 - o No new reality checks reported.
- c. Kudos! were given to the following people:
 - o No Kudos shared.
- d. Other TBO
 - o Briefly talked about our strengths and how we use them.
 - o Brutal Facts – talked about the deadlock in the state budget and the impact on our budgeting.
- e. Book Discussion – Sandy led the discussion of part 3 of the book “Strengths Based Leadership.”

Approval of Minutes

The minutes of the June 2, 2009 meeting were approved as corrected.

Other

- Heard a brief report on the enrollment at other community college's around the state.
- Reported that the software upgrade in the Bookstore went well with the help of Sue VanHeest.
- Reported that we are in the initial phase of evaluating our network security.
- The academic services unit is evaluating enrollment patterns and course scheduling for the fall semester.

- The annual memo regarding the year-end audit has been sent to all to budget administrators and budget supervisors.
- Briefly mentioned the parking issue at the TTC and the need to move forward with expanding the parking lot as well as to look at other measures, such as using shuttle buses, to ease the pressure during the fall semester.
- Heard a brief update on the status of the branding initiative and noted that we are looking at proposing an innovative thinking project to take what we learned from Lipman Hearne and bring it forward to develop our brand platform. It was suggested that the project team for the ITP be comprised of faculty, staff, and students.
- Reported that Mike, Jim and Marilyn will be attending in a green jobs conference in Washington D.C., June 16-17.
- Suggested that we need to look at how we deal with/resolve student related issues, especially during the summer when many people are gone.
- Heard a brief overview of the agenda for tonight's Board meeting.
- At a future meeting, Jim will share an attendance and financial report from last month's animation festival.

Other Discussion Items

- **Recommendation on Changing Tuition Refund Deadlines** – Louise and Steve agreed to look at past performance audits from the State to see if there was anything in the audit relating to tuition refund deadlines.
- **Discussion on Employee Donations to the KVCC Foundation** – Reiterated that there is a mechanism in place for employees to make donations to the KVCC Foundation.
- **Review of CMOP 5010** – It was MOVED, SECONDED and CARRIED that the existing CMOP 5010, Acceptable Use Policy for the Internet and the KVCC Computer Network, remains in effect as previously approved by the Cabinet and no changes are needed at this time.
- **Discuss Schedule/Attendance at Board Planning Meeting** – Reminded everyone that the Board planning meeting is scheduled for Wednesday, July 22. The following Cabinet members are confirmed to attend: Marilyn, Sandy, Dennis, Jim, Bruce, Mike, Patricia, Steve, and Terry. The Cabinet was also reminded that the Cabinet planning meeting is scheduled for Tuesday, June 23 and will begin at 10:30 a.m. – it will be a dress rehearsal in preparation for the Board planning meeting.
- **Travel – the following items were reported for the record:**
 - Dan Benard will attend the Medical Control Seminar at Boyne Falls, June 14-15.
 - Vicky Hileski and Theresa Shane will attend the Teaching Pharmacology conference in Chicago, Aug. 4-6.
 - Jim Taylor will attend the American Assoc. for Respiratory Care meeting in San Antonio, December 2-9.
 - Greg Meeuwssen and Tom Sutton will attend a wind technology training session at Lethbridge College, (located in Lethbridge, Alberta, Canada) July 13-18.
- **Grants**
 - No grant requests presented.

Next Meeting – The Cabinet planning meeting is scheduled for Tuesday, June 23 and will begin at 10:30 a.m.