

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of June 30, 2009 Cabinet Meeting
Date: June 30, 2009

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

TBO Discussion

- a. Personnel Items
 - Reported that Dona Rocha, Rob VanderWeele and Robert Sutton have submitted their resignations and one part-time employee, Carl Lawrence, has also resigned.
 - Two finalists have been identified for the director of facilities position and a recommendation to fill that position should be coming soon.
 - Applications are continuing to be received for the director of public safety position.
- b. Reality Checks
 - A question was raised about facility rentals on weekends during the summer when we are closed. The policy will be reviewed at next week's meeting.
 - Mentioned that a prospective student had called the college requesting information about a program listed in Career Source; the student did not get a return phone call. There was some confusion about which number to call and that the Career Source may want to consider only listing one phone number. Jim will follow up with the student and Mike will follow up with the phone number issue.
- c. Kudos!
 - No Kudos shared.
- d. Other TBO
 - The Cabinet members shared how they are learning about the strengths of their team members.

Approval of Minutes

The minutes of the June 9, 2009 meeting were approved as corrected and the June 23 minutes were approved as submitted.

Other

- Mentioned that the M-TEC has been using Twitter for our wind energy tech program and questioned whether or not it fits our policies in terms of communications – who can tweet

on behalf of the institution and how do we control what is being tweeted. It was agreed that this needs further discussion and will be on the Cabinet's agenda in two weeks.

- Reported that WMU currently sells equipment/computers at a discount to its students and employees and they have offered this service to KVCC students and staff.
- Mentioned that there is a comprehensive wind energy tech program offered by a training facility in Oklahoma.
- Lethbridge College has created a skills "passport" for graduates of its wind tech program. It provides students with documentation of their skills in specific categories. A similar passport could be developed for KVCC's programs that require certification or even as a way to document student strengths.
- Reminded everyone that Greenleaf Hospitality will begin food service operations at the Texas Township Campus on July 6.
- Concerns were raised regarding the possible decrease in funding for work study positions – this will impact the number of positions we can fill.
- Reported that KVCC has experienced an increase in check fraud and that steps are in place to limit our losses.
- Louise is in the process of reviewing our procedures for disposal of equipment and she will bring forward a draft policy in a couple of weeks.
- Concerns were raised about the potential changes in Financial Aid and whether money initially promised to students will not be forthcoming.
- Briefly mentioned the schism between the training and the academic side of the institution and the need to cooperate more. Jim and Bruce will begin the conversation.
- Shared an article from the *New York Times* on how some colleges are cutting costs.

Other Discussion Items

- **Wind Academy Budget Review** – Noted for the record that there is funding for this project for FY 2010 as an innovative thinking grant.
- **Expressways Project** – It was MOVED, SECONDED and CARRIED to authorize the 2nd year of the innovative thinking grant for the Expressways project in the amount of \$115,480.
- **Lipman-Hearne Update** – Reported that representatives from Lipman-Hearne will be on campus on the 15th of July to meet with the Branding Committee.
- **Travel – the following items were reported for the record:**
 - Sheila Eisenhauer, Darlene Kohrman and Lisa Winch will attend the MCTM 60th Annual Conference being held Aug. 6-7 in Macomb, Michigan.
 - A request for Al Moss to attend the American Assoc. for Resp. Care international Congress scheduled for December 2009 in San Antonio was discussed. It was agreed that this request will come back to the Cabinet for re-consideration if and when Al is awarded Fast Track funds. It was noted that there may be costs above and beyond the conference itself and Jim Taylor is also scheduled to attend.
 - Carol Heeter and Terry Hutchins will attend an Information Builders meeting in Lansing on July 15.

▪ **Grants**

- Authorized the exploration of a grant request in the amount of \$15,000 to the Gilmore Foundation to fund KVCC Artists' Forum events for FY 2010.
- An Innovative Thinking Grant request for the "financial forecasting and analysis" project was presented and reviewed. It was MOVED, SECONDED and CARRIED to approve the ITG in the amount of \$16,200.

Next Meeting – The Cabinet's next regular meeting is scheduled for Tuesday, July 7 and will begin at 8 a.m.