

**CABINET
MINUTES**

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of July 28, 2009 Cabinet Meeting
Date: July 28, 2009

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

Members Absent: Anderson

Guests: Grant Chandler, Mike Keller, and Karen Matson

ITG Projects Review

Grant, Mike and Karen presented an Innovative Thinking Grant request for a Re-Branding Initiative that proposes to develop, execute and promote a brand identity for Kalamazoo Valley Community College. It was MOVED, SECONDED, and CARRIED to endorse the proposal as presented.

TBO Discussion

- a. The following Personnel Items were reported:
 - o Sherrie Adams has resigned; Jim Dykema will be retiring Sept. 30; Joshua Essar is the new person in I.T and will begin on Aug. 10; and Ken Colby, the new director of public safety, will begin on Aug. 17.
 - o We are still working on filling the dental hygiene faculty position and talent interviews are being schedule for candidates for the facility services positions.
- b. Reality Checks
 - o No new reality checks or updates.
- c. Kudos! were given to the following people:
 - o To all the Cabinet members for their participation and work at last week's Board planning meeting.
 - o To Nancy Taylor for the strengths training workshop she conducted at the M-TEC yesterday.
 - o To Betty VanVoorst for helping cover the office while all of the M-TEC staff members were participating in the strengths training workshop.
- d. Other TBO
 - o The Cabinet members shared how they tapped into their strengths at last week's Board planning meeting.
 - o Briefly discussed what book the Cabinet should read next.

Approval of Minutes

The minutes of the July 14, 2009 meeting were approved as submitted.

Other

- Jim reported that the grant from the KVCC Foundation for the ExpressWays project will be used for student tutors/interns.
- Discussed the possibility of canceling some of the new student orientations that are scheduled late in mid- to late-August if the courses they would need to enroll in are filled and what we could do in terms of opening up new sections, if needed.
- The Cabinet members were asked to share Cabinet minutes more widely with staff after they have been approved. Eventually, they will be posted on the intranet.
- Concerns were shared about changes in enrollment growth – the increase in out-years will not be as high as anticipated for this year.
- Reported that we will be replacing the server for the phone system during August – the project will be completed before classes begin.
- Cabinet members were asked to encourage their staff to help with the phone calling campaign to remind students to pay for their fall tuition.

Other Discussion Items

- **Review of ITG Ombudsman Proposal**
 - Reviewed the proposal to create a new position for a full-time ombudsman and discussed the whether or not this proposal is truly innovative.
 - It agreed that we would we fill the position as an adjunct for one-year using contingency dollars.
- **December 2009 Schedule/Banner Upgrade**
 - Agreed to close the College three additional days between Christmas and New Year's Day (Dec. 28, 29 and 30) to allow for the upgrade of Banner.
- **Discussion on Use of Twitter**
 - Briefly discussed use of Twitter and agreed that we can Twitter. The Cabinet reconfirmed that current college policies govern appropriate use.
- **Follow Up From Board Planning Meeting**
 - Briefly discussed last week's Board planning meeting and next steps for FY 2010.
- **Travel – the following items were reported for the record:**
 - Al Moss has been approved for Fast Track funds and he will attend the American Assoc. for Respiratory Care International Convention in San Antonio, Texas, December 5-8, 2009.
 - Dennis Bertch will attend the MCCA Academic Officers' meeting at Northwestern Michigan College, July 30-31, 2009.
 - Harland Fish will attend the League for Innovation Conference, October 11-14, 2009 in Detroit, Michigan.

- Linda Rzoska and Karen Matson will attend the NASAD conference in Pittsburgh, Pennsylvania, October 15-17, 2009. Fast track funds have been approved for their attendance at the conference.
- Dave Lynch and Jim Lightcap will attend a training program at Trivalent's offices in Grand Rapids, Michigan August 17-20, 2009.
- **Grants**
 - Authorized the submission of a \$5,000 grant application to the Kalamazoo County Convention and Visitor's Bureau requesting support for marketing for the Museum.
 - Jim reported that he is working on the final report for KAFI's Gilmore grant. He also reported that they will be proposing several changes for future animation festivals which will align the event with the Arcadia Commons West initiative, thINC, and performing arts activities.

Next Meeting – The Cabinet's next regular meeting is scheduled for Tuesday, August 11 and will begin at 8 a.m.