

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of August 11, 2009 Cabinet Meeting
Date: August 19, 2009

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

Guest(s): Grant Chandler

TBO Discussion

- a. The following personnel items were reported:
 - Ken Barr, Jr. begins his new job on Monday as director of strengths development
 - Traci Thomas has submitted her resignation.
 - The behavioral interventionist/ombudsman position has been posted.
- b. Reality Checks
 - Cabinet members were asked to encourage more employees to sign up and help with future tuition payment calling campaigns.
 - The challenges of an individual trying to verify payment of tuition were shared.
 - It was reiterated that telephones should not be on voice mail during the day and callers should be able to get a "live" person during regular office hours.
- c. Kudos! were given to the following people:
 - To Pat Pojeta and everyone who helped with the recent calling campaign.
 - To everyone in the financial aid and financial services offices for their work during the final week for tuition to be paid.
- d. Other TBO
 - Briefly discussed which book the Cabinet should read next.
 - Discussed how we really tap into our top strengths, especially when under stress.

Approval of Minutes

The minutes of the July 28, 2009 meeting were approved as submitted.

Other

- Heard a brief summary of enrollment for community colleges around the state.
- Reported that we are beginning to develop the plan for the parking at the Texas Township Campus in preparation for the start of the fall semester.
- It was also reported that discussions are underway to work out the parking issues at the Arcadia Commons Campus.

- The Cabinet members were reminded that TTC staff should not get their parking fees validated by staff at the ACC when they have meetings downtown. Parking expenses come out of their own budgets and not from Arcadia's budget.
- Heard a brief update on technology issues and upgrades.
- The process for the long-term check out of equipment to designated employees has been finalized and is ready to be implemented.
- Repair of the wind turbine is scheduled to begin tomorrow.
- The financial services unit is holding its unit meeting on Thursday, Aug. 13 – the offices will be closed for the day.
- Reported that additional help will be on hand in the financial services area at the beginning of the semester to assist students enrolling for the HigherOne card.
- A draft of the new CMOP for “disposal of institutional assets” was distributed – it will be reviewed for a first reading at next week's meeting.
- Heard a brief report on a civil rights audit conducted at another community college.
- Received a copy of a summary prepared by ACCT on the new federal “student aid and fiscal responsibility act of 2009.”
- An article regarding the possible demise of textbooks is being routed to the Cabinet – the Cabinet members were asked to carefully read the article.

Other Discussion Items

- **Review of ITG thINC Proposal**
 - The thINC innovative thinking proposal was distributed and will be reviewed at next week's meeting.
- **Evaluate Friday Afternoon Closings During Summer**
 - Briefly discussed the reasons for closing on Friday afternoons during the summer – it was reiterated that a big part of it was cost savings especially in utilities and that staff meetings should not be scheduled when the college is closed..
 - It was agreed that we need to review the room usage/facility rentals report and discuss the topic again at next week's meeting.
- **Travel – the following items were reported for the record:**
 - Kristine DeKam and Gloria Larrieu will attend a writing and teaching seminar in Saugatuck, August 11-13. It was noted that the only expense is for registration.
 - Nate Hartmann will attend Linux/Red Hat Training in Chicago, Aug 24-28.
- **Grants**
 - Discussed the possibility of getting a grant writer to help us apply for some of the new federal dollars that are available.

Next Meeting – The Cabinet's next regular meeting is scheduled for Tuesday, August 18 and will begin at 8 a.m.