

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of August 18, 2009 Cabinet Meeting  
**Date:** August 18, 2009

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

**Members Absent:** Cannell

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**Review of thINC ITG Proposal** – Discussion was postponed for two weeks.

### **TBO Discussion**

- a. The following personnel Items were reported:
  - o Mary Dykema has filled the vacant position in the library.
  - o Mentioned some changes in the payroll schedule for the year.
  - o Progress is being made on filling the two full-time chemistry faculty positions as well as the various part-time faculty positions.
- b. Reality Checks
  - o Mike Collins followed up on last week's concern about an individual's challenges on finding about a tuition payment.
- c. Kudos! were given to the following people:
  - o Mike Collins for following up on last week's reality check.
  - o Bob Stokes and Barry Chapman for coming in last weekend to work on the parking lots.
- d. Other TBO
  - o Sandy agreed to share the name of a book for possible reading by the Cabinet.
  - o Brutal Facts – The parking challenges for Texas Township Campus are being addressed by Ken Colby and Dan Maley and a plan will be in place for the start of the fall semester.

### **Approval of Minutes**

The minutes of the August 11, 2009 meeting were approved as corrected.

### **Other**

- Reported that 43 percent of the students have already activated their HigherOne card.
- The "domain conversion" is scheduled for Thursday evening and some interruption of service may be experienced during the upgrade.

- Enrollment Items
  - Heard a brief report on enrollment and the availability of “ghost” sections that can be opened when needed.
  - Discussed the pros and cons of opening up more sections.
  - Reviewed the enrollment report based on the number and percentage of seats filled by discipline.
  - Agreed that advertising for fall registration can be pulled because enrollment is at its peak.
- Reported on a number of thefts of small items and reminded everyone to take proper precautions to secure College equipment/laptops at home, in vehicles, in offices, etc.
- Reviewed the internship and work study positions’ reports and discussed the possible loss of dollars for federal work study positions. These reports will be reviewed again detail at next week’s meeting.
- Discussed an article touting another community college’s success in lobbying for federal dollars.
- Reported on KVCC’s bad debt for this year primarily because of financial aid defaults and the need to ensure everyone, especially the academic deans and faculty are aware of the process to report students’ failure to continue to attend classes.

### **Other Discussion Items**

- **Review CMOP on Disposal of Institutional Assets – First Reading**
  - It was MOVED, SECONDED and CARRIED to accept CMOP 2100 for a first reading.
  - The procedures for this CMOP will come back at a later date and will include references for procedures for the library and museum.
- **CMOP Children on Campus – First Reading**
  - It was MOVED and SECONDED to accept the first reading of CMOP 2110 as amended. After a discussion, the motion CARRIED.
- **Evaluate Friday After Closings During Summer**
  - A list of summer Friday afternoon/weekend rentals was distributed and briefly reviewed. It will be discussed again next week.
- **Swine Flu and # of Flu Shots**
  - It was suggested that we establish a small committee to head up KVCC’s response to the swine flu and to ask Amy Louallen to chair that committee.
- **Travel – the following items were reported for the record:**
  - Elspeth Inglis will attend the American History Project Directors Conference in Washington, D.C., December 8-11 – her expenses are being by paid the Teaching American History grant through K/RESA.
- **Grants**
  - No grants presented for review

**Next Meeting** – The Cabinet’s next regular meeting is scheduled for Tuesday, August 25 and will begin at 8 a.m.