

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of August 25, 2009 Cabinet Meeting  
**Date:** September 1, 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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### TBO Discussion

- a. The following personnel items were reported:
  - o Ron Schallhorn is a new custodian and Becky Elsworth is a new adjunct instructor in dental hygiene.
- b. Reality Checks
  - o None were reported.
- c. Kudos! were given to the following people:
  - o Mark Saylor for his help with the wind turbine repair.
  - o Annette Hoppenworth, Gina Fischer, Katie Herweg and the following part-time employees at the Museum for their work with the world tour exhibit: Rachel Badra, Kate Baker, Anna Barnhard, Drew, DeWard, Dillon Jepkema, Julie Hanson, Emmy Kimmer, Karen Koontz, Karen Kreuze, LaRue Russell, and Denise Slusser.
  - o Everyone in the student services areas – counseling, records/registration, SSC, and financial aid for their extra efforts getting ready for the start of the fall semester.
  - o The I.T. staff for working on the domain upgrade.
  - o Bonita Bates for being profiled in last week's Woman's World magazine.
- d. Other TBO
  - o None.

### Approval of Minutes

The minutes of the August 18, 2009 meeting were approved as submitted.

### Other

- Reported that a press conference has been scheduled for Wednesday, August 26 at 2 p.m. to allow Cong. Fred Upton the opportunity to announce KVCC's grant for our wind energy program. This grant opportunity/announcement reinforces the need for KVCC to maintain a greater federal presence.

- Diane Vandenberg was authorized as budget supervisor for student success, student activities/special events and student clubs.
- The temporary parking plan for fall was distributed and reviewed. An additional 250 parking spaces are planned and more facility and security staff will be on hand to provide assistance at the Texas Township and Arcadia Commons campuses.
- Reported that we received authorization from the State to release the initial bid packages for the construction project. It is anticipated that the ground-breaking will be scheduled at the end of September.
- Reported that KVCC will not be pursuing a computer equipment purchasing agreement with WMU for our students because our students can get better prices elsewhere.
- The billing/invoice process and signage on campus for Radisson catering services is being evaluated.
- Reported that I.T. is continuing to work on the network upgrade.
- Amy Louallen and the pandemic committee are working on KVCC's response to the H1N1 virus.
- Enrollment for fall was discussed. There are very few seats available and the possibility of adding 12-week courses or more weekend courses was discussed. This will be on the agenda next week for further discussion.
- Reported on the discontinuance of KVCC's inter-institutional relationship with WMU and the possible changes in the Focus program.
- Jim DeHaven volunteered to serve on the Sabbatical Leave Committee this year.

### **Other Discussion Items**

- **Review CMOP on Disposal of Institutional Assets – Second Reading**
  - It was MOVED, SECONDED and CARRIED to approve CMOP 2100 as presented.
  - It was agreed that the procedures for this CMOP will come to the Cabinet and will include reference to procedures for the library and museum.
- **CMOP Children on Campus – Second Reading**
  - It was MOVED, SECONDED and CARRIED to approve CMOP 2110 as presented.
  - Ken will look at the development of procedures for this CMOP.
- **Evaluate Friday After Closings During Summer**
  - Reported that we only have one church renting KVCC facilities on Sunday's during the summer.
  - Agreed that we need to send communications to the college community reminding everyone of why we have closed on Friday afternoons during the summer.
- **Stimulus Money**
  - Discussion will be held next week.
- **Review of "Edupunks" Article**
  - Discussed the implications for KVCC on the transformation of higher education, including open source courseware and free on-line learning. This will be back on the agenda next week for further discussion.

- **Review of Internships/Work Study Reports**
  - Reported that only \$116,000 is available to KVCC for FY 2010 in federal work study dollars. This is less than last year as well as less than what is budgeted for FY 2010. At next week's meeting, the will Cabinet identify areas of greatest need for work study positions.
  - Cabinet members were reminded that internship positions are requested through Lois Brinson's office – they are not automatic renewals from year-to-year.
- **Travel – the following items were reported for the record:**
  - No requests presented.
- **Grants**
  - No grants presented for review.

**Next Meeting** – The Cabinet's next regular meeting is scheduled for Tuesday, September 1 and will begin at 8 a.m.