

**CABINET  
MINUTES**

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of September 1, 2009 Cabinet Meeting  
**Date:** September 1, 2009

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

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## TBO Discussion

- a. The following personnel items were reported:
  - o None reported.
- b. Reality Checks
  - o Reported that a number of people did not exit the building during last week's fire alarm.
- c. Kudos! were given to the following people:
  - o All the folks in the financial aid office, financial services and bookstore for their extra efforts with students before the start of classes.
- d. Other TBO
  - o Sandy will come back with a recommendation for a book.

## Approval of Minutes

The minutes of the August 25, 2009 meeting were approved as corrected.

## Other

- Reported that I.T. staff are working through minor software glitches.
- Briefly discussed the implementation of fees for excess contact hours and how to communicate it to students. It was agreed that the fees will be in the schedule as part of the fees listed for individual courses.
- It was reported that the final SCH for FY 2009 is 221643 and that Terry's prediction was the closest. At next week's meeting, the Cabinet will announce their predictions for FY 2010.
- Announced that wellness assessments will begin soon and that it was mentioned calls will be made to full-time employees who have not participated in the past.
- The Cabinet talked about the proposed revision of the student handbook and agreed that Mike needs to come back with a recommendation as to how it will be updated.
- Marilyn reported on the conference call she had with Muchmore Harrington regarding the State's budget challenges, the possibility of community colleges getting an executive order during FY 2010, the worsening forecast for the next couple of years, and on the legislative

proposal for changes in healthcare for the state's public employees. Her next conference call is scheduled for Thursday, September 10.

- Reported that ACT is applying for stimulus dollars to be used for training programs for "green energy" jobs and has asked KVCC to be a partner in the grant. A decision needs to be made by the end of this week as to whether or not we will participate.
- Briefly discussed the start of the fall semester, the implementation of the HigherOne card and the need for an additional security presence.
- Reported that our website now includes information and links to KVCC's pandemic preparedness plan.
- Briefly talked about office space for safety/security and storage.
- A revised budget for the branding innovative thinking grant was presented. It was MOVED, SECONDED and CARRIED to increase the Branding ITG by \$25,000.
- The Cabinet members were asked to bring calendars to next week's meeting to set a date for the planning meeting in preparation for the Oct. 13 Board planning meeting.

### **Other Discussion Items**

- **Prioritization of Work Study Positions**
  - Reported that funds are available to fill the work study positions as identified on the report.
- **Enrollment Discussion**
  - The plan for adding more courses at Arcadia was reviewed and accepted as proposed.
  - Heard an update on the development of a process to monitor attendance of financial aid recipients and to help decrease the default rate.
- **Review of "Edupunks" Article**
  - Discussed the implications for KVCC on the transformation of higher education. We should be able to assess prior learning for students completing free on-line courses and open source courseware.
  - Drawing on the strengths of each Cabinet member, we need one idea from everyone on proposed actions for KVCC.
- **Travel – the following items were reported for the record:**
  - Amy Louallen will attend the MCC/HR meeting in Petoskey, Oct 7-9.
  - Rick Ives and Larry Belen will attend the fall MCOLES meeting at Oakland Community College, Oct. 28-29.
- **Grants**
  - It was reported that we may have a recommendation for a federal grant advocate by next week.

**Next Meeting** – The Cabinet's next regular meeting is scheduled for Tuesday, September 8 and will begin at 7:30 a.m.