

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of September 15, 2009 Cabinet Meeting  
**Date:** September 15, 2009

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

**Members Absent:** Collins

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### TBO Discussion

- a. The following personnel Items were reported:
  - o Kathy Johnson will be working with KVCC on the grant initiative.
- b. Reality Checks
  - o The Bookstore is working through the challenge of keeping supplies and books available for students with this semester's surge of enrollment..
  - o The Cabinet discussed the challenges and ramifications of making our training and curriculum available to out-of-state schools. We need to have a policy in place.
- c. Kudos! were given to the following people:
  - o Gena Mead and the staff in the Bookstore for their extra efforts in keeping the shelves stocked.
  - o The facility services and security staff, and the grounds people for their extra help with traffic and parking.
  - o The financial aid staff, everyone in student services, and all of the people who worked at the greeting the tables.
- d. Other TBO
  - o Agreed to read the book "From Hire to Liar" by David Shulman.

### Approval of Minutes

The minutes of the September 8, 2009 meeting were approved as submitted.

### Other

- **Start of the Semester Discussion and Planning for Winter 2010** – Discussed the success of the temporary expanded parking areas that were set up for the start of the fall semester and the need to plan for more spaces than are currently planned for the new parking lot at the TTC. Also mentioned the possible need for additional security for the temporary parking lot downtown. A plan needs to be in place before the winter 2010 schedule is printed.

- Announced that the new classroom furniture will be arriving in October with the replacement of the old furniture in the designated classrooms being completed on Fridays in October.
- The Digistar 4 VIP opening is this Friday at 5:30 p.m.
- The Higher Learning Commission has accepted our assessment report. The next site visit will be 2015-2016. Kudos to Dennis for the completion of that report.
- The external auditors arrive on Thursday to begin working in earnest on the FY 2009 audit.
- A report on web and phone activity was distributed and reviewed – the number of incoming phone calls and web hits has more than doubled in the past five years.
- It was reported that the online archive of college documents is almost ready to unveil. Briefly discussed who should have access and it was agreed that the archived documents will be available on the College's web site at [www.kvcc.edu](http://www.kvcc.edu)
- Suggested that we may want to remind students of the availability of text messaging for college closings.
- Authorized Jim Taylor to be budget administrator for IDAC.
- The Cabinet was asked to start collecting/reviewing articles on the future of higher education for discussion at the October 5 planning meeting.
- Topics for the September 18 college-wide meetings were briefly reviewed.
- Reported on some of the steps we have taken to help prevent the spread of the flu and cold viruses.
- Ken Colby is now on the student cares committee and will be reviewing all of the related procedures and policies.
- Letters of invitation have been sent to a pool of possible students for the ExpressWays program – up to 20 students will be admitted to the first class.

### **Other Discussion Items**

- **Enrollment Predictions for FY 2010**
  - Everyone shared their predictions for enrollment for FY 2010.
- **Student Handbook Discussion**
  - Postponed.
- **Review of "Edupunks" Article**
  - Discussion on this will be part of the Cabinet planning meeting.
- **Travel – the following items were reported for the record:**
  - Dan Maley and Mike Olvitt will attend an LEED building symposium at Lansing Community College on October 14.
  - Dick Shilts and Adam Kerfoot will attend the annual BCAM men's basketball clinic in Lansing, October 2-3.
  - Dick Shilts will attend the fall MCCA/NJCAA Athletic Directors meeting at Cuyahoga Community College in Cleveland, Ohio September 27-29.
  - Ron Welch and Terry Gillette will attend the annual BCAM women's basketball clinic in Lansing, Oct. 2-3.

- Tom Sutton and Greg Meeuwson conducted a wind turbine site visit in Pigeon, Michigan on September 14 and 15.
- **Grants**
  - Kathy Johnson has agreed to begin working with KVCC on our grant initiative
  - It was reported that the College will be moving forward on the ACT workforce development grant.
  - The following two ITG grants will be presented for review and consideration at next week's meeting: 1) patient care academy and 2) the faculty success center.

**Next Meeting** – The Cabinet's next regular meeting is scheduled for Tuesday, September 22 and will begin at 8 a.m.