

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of December 8, 2009 Cabinet Meeting
Date: December 8, 2009

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

Guest Present: Chandler

1³ (The Cube) Report

Grant Chandler presented a preliminary proposal for the further development of the Center for New Media, expanding on the goals of preparing students for careers in arts, design and creative technology. The proposal includes projects to foster innovation, expansion of innovative and creative events, and development of artistic opportunities for students and the community. Grant will finalize the proposal into a formal innovative thinking grant for consideration by the Cabinet.

TBO Discussion

- a. Personnel Items:
 - o Announced that David Jones is the new computing support tech at the ACC.
- b. Reality Checks:
 - o Reiterated that the branding process is centralized and decisions for use of the college's brand are made by the branding team.
 - o Briefly talked about the process for closing the college due to inclement weather.
 - o Mentioned challenges with the web payment server being down because of high demand.
- c. Kudos! were given to the following:
 - o The Arcadia Commons Campus staff for their help in moving offices.
- d. Strengths Discussion:
 - o Brutal Facts – no new items.
 - o Engaging our strengths – identified strengths of the Cabinet members.

Approval of Minutes

The minutes of the November 24 and December 1, 2009 meetings were approved as presented.

Other

- Reported that everyone in the security office has moved temporarily to the large office located in the Commons, Room 4261.
- Agreed that one of the color printers donated to the College can be used in the administrative office area.
- Reminded everyone that the Banner 8 upgrade will begin December 26 and the Java install will be done on December 22.

- Rental at the M-TEC is almost at capacity for the months of January and February.
- Drafts of the revised travel reimbursement manual and reimbursement forms were distributed – they will be finalized at next week’s Cabinet meeting.
- Briefly discussed staffing issues/absences during the week of December 21 and the need to ensure all offices are covered.
- College-wide meeting topics for December 11 – updates will be shared on retention/curriculum, research, branding, governmental relations, and scorecarding.
- Identified some possible topics for the January 19 Cabinet planning day.
- Reported that the College’s “pharmacy benefit manager” is being changed effective February 1 – this will not change benefits but is projected to save the college \$20,000 to \$30,000 a year.

Other Discussion Items

- **Governmental Relations Update/Grants’ Committees**
 - Kathy distributed a synopsis of her meetings with the various grants’ task forces to begin identifying grant needs and opportunities for the institution. There are many opportunities for federal stimulus dollars related to health care, technology, security, etc. that we should be able to tap into.
- **Travel – the following items were reported for the record:**
 - Mentioned the need to begin thinking about who should attend the SunGard conference in April 2010 – early registration needs to be completed by mid-January – this will be discussed at next week’s meeting.
 - Two staff members from the museum will attend a Kiwanis sponsored event in Sturgis, Michigan on February 6.
- **Grants**
 - Louise asked that she be notified when College employees are participating in webinars that relate to grant opportunities – they may have financial implications for the College and it could help to have a financial services person participate.

Next Meeting – The next meeting is scheduled for December 15 at 8 a.m.