

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

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

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

**Absent:** Kocher

**Guest Present:** Chandler

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### I<sup>3</sup> (The Cube) Report

Grant Chandler presented an updated Innovative Thinking Project request for the I<sup>3</sup> (The Cube). Questions were raised regarding the budget and personnel. A revised proposal will come back to the Cabinet for additional consideration.

### TBO Discussion

- a. Personnel Items:
  - o Ailsa Gray is a new network manager.
- b. Reality Checks:
  - o Discussed some issues related to the College closing last week.
  - o Discussed issues related to the record enrollment and the filling of most of the classes for winter 2010. Agreed that a number of “ghost” sections will be opened up.
  - o Mentioned the challenge of people using chewing tobacco on campus.
  - o Briefly discussed tonight’s public hearing and possible public comment.
  - o Reported the College is working through the credit card issues related to Banner.
- c. Kudos! were given to the following:
  - o To the Financial Services staff for getting checks out when the college was closed last week.
  - o The team who worked to get the College’s wind energy center grant from the federal government.
- d. Strengths Discussion:
  - o Brutal Facts – no new items.
  - o Engaging our strengths – reported that focus groups are being formed for the performance appraisal revision.

### Approval of Minutes

The Cabinet approved the minutes of December 8, 2009 meeting as presented.

### Other

- At the next meeting, a discussion on interns for the winter semester will be discussed.
- Received a couple of brief economic reports – the forecast for Michigan is improving but it will be a long and slow recovery.
- Briefly discussed planning for the 2011 budget – this will be one of the items for discussion at the January 19 Cabinet planning meeting.
- Discussed the need to ensure a plan is in place for people who may need access to the College's buildings while the College is closed December 24 through January 1.
- Reminded everyone that offices need to be open the week of Dec. 21 – coordination of office coverage needs to be ensured ahead of time.
- At the January 5 Cabinet meeting, an agenda item on the new security plan will be discussed.

#### **Other Discussion Items**

- **Discussion on Attendance at SunGard Summit**
  - Agreed to send up six people to attend the annual SunGard Summit with the following individuals tentatively scheduled to attend: Lori Evans, Carol Heeter, Mary Lawrence, Carol Mallinson, Brenda VanderRoest, and Paul Chiu or Jolene Osei.
- **Review of Travel Manual and Forms**
  - Briefly discussed and reviewed the changes to the travel manuals.
- **Travel – the following items were reported for the record:**
  - Bernie Valier will attend the Michigan High School Athletic Association baseball clinic scheduled for January 9-10 in Mount Pleasant.
- **Grants**
  - Reported that the College just learned it is being awarded a grant from the federal stimulus dollars for the wind energy center.

**Next Meeting** – The next meeting is scheduled for January 5, 2010 at 8 a.m.