To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of January 9, 2007 Cabinet Meeting
Date: January 9, 2007

Members Present: Anderson, Bertch, Bohnet, Cannell, Collins, DeHaven, Hutchins, Kocher, Lay, Niewoonder, Schlack and Woods

TBO Discussion
a. Personnel items:
   • Reported on a couple of position changes.

b. Reality Check – Several items added to the list.

c. Kudos! – Several Kudos were shared.

d. Other TBO Items – none presented.

Approval of Minutes
The minutes of the January 2, 2007 meeting were approved as presented.

Other
• Reported that a new internal wellness seminar is being offered focusing on weight loss, nutrition, etc. – it is replacing the Weight Watchers program.
• Announced that winter 2007 classes will run all day on April 30, including evening classes – an announcement has been sent college-wide.
• Reported that we have 30 Adobe Acrobat version 8.0 licenses for individuals that need to create documents/forms using the software.
• The challenge with the “O” drive has been corrected.
• Reported that several problems have been discovered with the latest upgrade in the financial aid programs – SunGard has been notified and is working to resolve the problems.
• The enrollment utilization report, as of January 5, 2007, was reviewed in detail.
• The MHTSC is under full swing and is now a bit backlogged.
• There are several vacancies in the financial services area and some changes in assignments and responsibilities are being considered.
• Reported that the Kalamazoo Promise scholarship will now cover the costs of attending the police academy as well as the newly established automotive academy.

Other Discussion Items
a. Budget Planning for FY 2008
   ○ The President shared her memorandum outlining a suggested process for budget planning for FY 2008 which will focus on our Hedgehog and our priorities.
Discussed broad “guesstimates” for FY 2008 for enrollment, state funding, and costs of utilities and health care. More firmed up projections will be shared next week.

Agreed to meet next week beginning at 8:30 a.m. until around 11:30 a.m. – additional budget meetings will be scheduled – bring calendars to next week’s meeting.

Emphasized that Kalamazoo Valley Community College can be the place for technical training – jobs and opportunities for students are here.

b. Travel – the following travel items were reported for the record:

- Rick Ives will also be attending the MCOLES grant workshop this week with Louise Anderson and Dave Reid.
- Rick Ives and Matt Robinson will be attending a mandatory MCOLES patrol rifle meeting in Lansing on Feb. 8, 2007

c. Grants
- None presented.

Next Meeting
The next Cabinet meeting is scheduled for Tuesday, January 16, 2007, at 8:30 a.m.