To: Cabinet, Archives
From: Patricia Niewoooder
Subject: Minutes of November 13, 2007 Cabinet Meeting
Date: November 13, 2007

Members Present: Anderson, Bertch, Bohnet, Collins, DeHaven, Hutchins, Kocher, Niewoooder, Schlack and Woods

Members Absent: Cannell

TBO Discussion

a. Personnel items:
   o Reported on two part-time replacement positions that are moving forward – both are in the budget.

b. No new reality-check items were mentioned.

c. No new Kudos! were shared.

d. Other TBO Items – mentioned the ongoing discussions with Gallup and some of their strength-measuring instruments available for students and employees.

Approval of Minutes
The minutes of the November 6, 2007 meeting were approved as submitted.

Other

- Reminded everyone to complete their annual on-line enrollment for health benefits.
- Heard a brief update from Louise on the MCCBOA meeting.
- Noted that a request for capital will be going to the November Board meeting for the automotive program – some of the requested items will be funded by Perkins.
- Mentioned the attendance at the museum last week for the part of the events with the Sacred Music Festival – concerns were raised regarding the college’s liability and the need to ensure coverage for cooperative events such as this.

Other Discussion Items

- Continue Discussion on Topics for the December Board Meeting and KVCC’s Role in Working with the Under-Served Population
  o Cabinet members were asked to look at the “Bidwell School” web-site – several programs are in operation, including one in Grand Rapids and another in Pittsburgh. We should consider putting together a proposal for a program at KVCC to work with the under-served adult population.
May also need to look at dollars available for workforce development training.

- **Review of Program Audits’ Summary Report**
  - The changes to the document were reviewed and additional changes to page 2 will be forthcoming regarding documentation of academic qualifications for part-time instructors.

- **Projects for Student Interns**
  - Reported that 48 student are currently enrolled as interns, including seven at KVCC.
  - A request for an intern position at the museum was discussed and reviewed.
  - Discussed the need for establishing a centralized process for hiring more interns at the College as a way to invest in our students. Discussion on this topic will continue at the next regular Cabinet meeting.

- **Board Themes for 2007-2009 / Cabinet Assignments**
  - It was agreed that the individuals responsible for the specific themes/projects will be reviewed with the President at their regular standing meetings and then updates brought forward to the whole Cabinet when needed.

- **Continuing Discussion on Community College Benchmark Project** – Postponed until next regular Cabinet meeting.

- **Travel - the following travel items were shared for the record:**
  - Sandy Bohnet will attend Gallup’s Great Manager Program, December 10-12 in Washington D.C.
  - Marilyn Schlack and Mike Collins will attend an AACC/CCAP meeting in Los Angeles, December 5-8, 2007.

- **Grants**
  - No grants presented.

**Next Meeting** - The next regular Cabinet meeting is scheduled for Tuesday, Nov. 27, 2007 at 8:30 a.m. in the Board Room.