To: Cabinet, Archives  
From: Patricia Niewoonder  
Subject: Minutes of March 11, 2008 Cabinet Meeting  
Date: March 11, 2008

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

TBO Discussion
- Personnel items:
  - Matt Dennis is the new student admissions specialist.  
- Reality Check – one reality check item was shared.  
- No new Kudos!  
- Other TBO Items – Noted that a number of Cabinet members need to take the StrengthsQuest profile.

Approval of Minutes
The minutes of the March 4, 2008 meeting were approved as presented.

Other
- Cabinet members were encouraged to participate in this round of wellness assessments.  
- MCCCA reported that the State is again raising questions about remedial education and the recent audit.  As of this date, KVCC has not received a specific request from the Auditor General’s Office for a site visit regarding the remedial audit.  
- Heard a brief update from Louise on the MCCBOA meeting she attended.  There were discussions on tuition/fee rates, cost containment issues and on the economic outlook for the state of Michigan.  
- Reported that retention rates for first-time students served by the SSC from fall 2007 to winter 2008 is up when compared to the other first-time students.  
- Agreed to meet for a one-day planning meeting for April 11.  
- Heard a brief overview of the agenda for tonight’s Board meeting.

Other Discussion Items
- Budget Discussion for FY 2009
  - Reminded folks to have their operating/capital budgets ready for review at their upcoming budget review meetings.
Continuing Discussion on Strategic Planning
  o Steve shared some projections for enrollment. It was agreed that we would use 2003 as the base comparison year which would give us a five-year history.
  o Steve and Louise will get the changes to Patricia so an updated strategic planning document can be prepared for the Cabinet prior to the April 11 planning meeting.

Discussion on Risk Management / Disclaimers
  o Briefly discussed the article from the Community College Times on risk management issues. It was suggested that Louise will work with Dennis and Bruce to ensure the appropriate risk management/disclaimer statements are included in the schedule.
  o Folks were asked to look at the various programs that may have specific requirements where students would need to know the expectations before enrolling in a program, such as nursing and law enforcement.

Travel – the following travel items were reported for the record:
  o Geof Crosslin will attend a business symposium in Asheville, NC, March 13-16 (note: this is the same symposium being attended by Jan White)
  o Debbie Dawson will attend the AITP conference in Memphis, March 27-30.
  o The Golf Team will be going to Richmond, Indiana, March 27-30.
  o Blake Glass will be going to Lansing on March 11-12 for a wellness event (he is taking Jim Turcott’s place at the wellness conference).
  o Kathy Johnson will attend the Molecular Medicine Tri-Conference in San Francisco, March 25-26.
  o Daryl Chapman, Rob Kilkuski and Steve Vroegop will attend a meeting on Biomolecular Science in St. Louis, April 5-9.

Grants
  o None presented.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, March 18, 2008 at 8:30 a.m. in the Board Room.