

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of August 23, 2005 Cabinet Meeting
Date: August 25, 2005

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

Approval of Minutes

The minutes of the August 12, 2005 meeting were approved as submitted.

Other

- Reported that from this point forward, all the pay phones at the Texas Township Campus will be owned by KVCC rather than SBC.
- Heard an update on the progress with the implementation of Talent+ -- all administrators have been notified that they need to schedule their profile appointment with Talent+, human resources will begin identifying individuals who will be trained as profilers, and work will begin to update the KVCC web site for employment opportunities. It was noted that the Hedgehog team should consist of individuals that include "conceptualization" as one of their identified talents.
- Concerns were raised regarding enrollment and credit hours for this semester – both are flat.
- A draft of the academic calendar for 2006-2007 was distributed – it will be discussed at next week's meeting.
- Heard a brief update on personnel items.
- Reported that other community colleges in the state have implemented smoking bans on their campuses.
- Reported that Cong. Fred Upton was on campus Monday and toured the M-TEC/MHTSC and the CNM.
- Briefly discussed the K-16 funding proposal and the request from MCCA to circulate petitions.
- It was agreed that the discussion will begin next week regarding curriculum review and analysis.

Continue Discussion on Institutional Planning/Strategic Issues

The Cabinet continued its discussion on Institutional Planning and Strategic Issues in preparation for the September Board meeting and reviewed the second draft of the strategic issues.

It was MOVED, SECONDED and CARRIED to accept the draft planning issues for 2005-2006 as amended. It will be shared with the Board in September.

Mileage Reimbursement/Off-Campus Courses

Discussed the issues related to teaching at off-campus locations, including mileage and/or incidental costs for printing, phones, etc. This will be back on the agenda for additional discussion next week.

First Reading of Proposed Revision to CMOP 5030

A draft of the changes to CMOP 5030, Records Retention (management) was reviewed. It was MOVED, SECONDED and CARRIED to accept for a first reading the proposed changes to CMOP 5030.

NCA Self-Study Update

Reported that Steve presented an update on KVCC's NCA self-study at last week's seminar days.

Innovative Thinking Grant Review

The New School innovative thinking grant will be discussed at next week's meeting.

Cost Containment Issues

No update.

Travel

- Authorized Stella Lambert to attend a "Math Lab" seminar at Bowling Green State University, October 13-15, 2005
- Authorized Pat Tysen and Sue Visser to attend the Ad Astra software conference in Kansas City, Missouri, October 23-26, 2005
- Authorized Taronia Guy to attend the NCMPR conference in Indianapolis, October 9-11, 2005
- Authorized Colleen Olsen to attend the CAEL conference in New Orleans, November 10-12, 2005
- Reviewed a request from Helen Palleschi to attend the Honors Society of Nursing – this will come back with total costs for the conference.
- Authorized Ola Johnson, Stella Lambert, Lisa Marks, and Rannah Scott to attend the Michigan Tutorial conference in Big Rapids, October 21, 2005

Grants

- Reviewed a grant request to be submitted to the Institute of Museum and Library Services – this will come back with additional information.
- Heard an update on a grant request that was submitted to the NSF by Western in partnership with KVCC regarding advanced technology education – it may be resubmitted after being revised.

Budget/Tuition/Fees Discussion

Two proposals for tuition/fee increases were distributed and reviewed.

It was MOVED and SECONDED that a three-year plan for tuition and fees which proposed a \$25 enrollment fee per semester be presented for Board consideration with a proposed implementation date of fall 2006.

The motion CARRIED after a discussion regarding the various implications for increasing tuition and/or fees effective winter 2006 versus fall 2006. The proposal will be shared with the Board for information at the September Board meeting.

What would we do with an additional \$3,000,000?

- Retention initiatives – PEW model, achievement plus, etc. courses
- Online programs
- I.T. security
- Talent-based organization initiatives
- More support in staffing on the academic side
- Financial aid
- Simulation technologies
- Additional support for part-time faculty
- Explore/increase contracting with individuals for various initiatives, including curriculum development
- Greater support of instructional initiatives and services – such as tutoring, working more closely with the undecided/at-risk students, one-on-one mentoring/counseling of students, etc.
- Full-time, part-time faculty ratio
- Prepare for declining state aid
- Expand internship opportunities
- New programs and investment in the M-TEC side of our operation
- No add-ons just for the sake of adding more – in terms of curriculum, staff, services, etc. – justification needed for any increases.
- Curriculum review/analysis and freeing up resources for new programs
- More community service initiatives

At next week's meeting, summaries of various new retention initiatives will be reviewed and then shared with the Board in September – these include the New School, Elementary Education and the Multi-disciplinary innovative thinking projects, the STARS program, and Talent+. The summaries of these programs should include specific goals, objectives and measurements that are part of the projects.

Next Meeting

The next regular meeting is scheduled for Tuesday, August 30, 2005 at 8:00 a.m.