

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of August 30, 2005 Cabinet Meeting
Date: August 31, 2005

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

Approval of Minutes

The minutes of the August 23, 2005 meeting were approved as submitted.

Other

- Reported that a college-wide memorandum would be sent this week informing all employees that there will not be an increase in health care premiums this year but that a contribution of leave time is needed from everyone for the short-term disability pool.
- Heard a brief update on personnel items.
- A copy of the MACRAO survey on fall 2005 enrollment was distributed and briefly reviewed.
- Reported that the number of foreign students enrolled is down around 70% from last year
- Heard an update on activities at the M-TEC and on the development of the Groves.
- Commendations were given to Jeff Donovan and his staff in dealing with the water problems at the Texas Township Campus yesterday.
- Commendations were given to the I.T. crew who dealt with the server problems over the past weekend.
- Heard a brief synopsis of an article about LMC's nanotechnology program in this week's *Business Review*.
- Reported that the Northside Ministerial Alliance is hosting a breakfast at 7 a.m. on Sept. 20 at the Mount Zion Baptist Church – the purpose of the breakfast is to find ways to connect and help shape the direction of the community. Nancy, Bruce, Marilyn, Mike and Terry agreed to attend.

Mileage Reimbursement/Off-Campus Courses

Reported that the survey responses from other community colleges are coming in slowly. Discussion postponed until next week.

Second 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 second reading the proposed changes to CMOP 5030 as presented.

NCA Self-Study Update

No update.

TBO Discussion

Discussion postponed.

Review of Academic Calendar for 2006-2007

The academic calendar for 2006-2007 was reviewed. It was MOVED, SECONDED and CARRIED to accept the calendar as presented.

Innovative Thinking Grants and Review of Retention Initiatives

- The section of “organization of team” for The New School innovative thinking grant program was amended to include a statement that “term appointment faculty will be subject to the Classroom Faculty Term Appointment Evaluation Process.
- Began the discussion of the various projects that focus on retention. An observation was made that none of the new retention initiatives address the needs of evening or undecided students. It was agreed that measurements of success need to be built into all of the initiatives. We need “dashboard” information for these projects. We need to measure results and we need to start developing our dashboards; part of that process ties in with the presentation scheduled for Oct. 11 on the business-decision making process.
 - Shared observations regarding enrollments for the fall semester – many sections of the same classes are being run with low enrollments. Why? Better information and better management of class size is needed.
 - Dashboard information needed for
 - Transitional education programs
 - Counseling, advising and student orientations
 - Learning Lab
 - Undecided students
 - Day and evening students as well as on-campus and off-campus students – what are the differences in retention and success
 - How do we assess our curriculum and its quality and value?
 - Recommended that every Cabinet serve on identified program advisory committees.
 - Is the research office focusing and measuring the right data?
 - Jim, Terry and Nancy were asked to give a presentation on dashboard
 - Bill and Nancy were asked to draft a proposal for the curriculum review/analysis process, including the proposed membership of the team.

Begin Discussion on Curriculum Review/Analysis

Discussion postponed.

Budget/Tuition/Fees Discussion – What would we do with an additional \$3,000,000?

Attached to the minutes is a compilation of the ideas suggested at the Aug. 23 and Aug. 30 Cabinet meetings. In preparation for next week’s meeting, the Cabinet members were asked to review the list in terms of the following questions: Which are our top five priorities (ranked)? Which one should we do right now? Which ones do we want to take to the Board?

Cost Containment Issues

No update.

Travel

- Authorized Jim Taylor to attend the national tech/prep meeting in Orlando, Sept. 28 to Oct. 1.
- Authorized Lois Brinson to attend the apprenticeship steering committee and conference in Lansing, October 17-28, 2005.
- Authorized Dick Shilts to attend the MCCA men's basketball and coaches meeting, Sept. 25 to 27, 2005 in Livonia.
- Authorized Dick Shilts and Ron Welch to attend the BCAM clinic in Lansing, Sept. 30 to October 2, 2005

Grants

None presented.

Next Meeting

The next regular meeting is scheduled for Tuesday, September 6, 2005 at 8:00 a.m.