

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of September 6, 2005 Cabinet Meeting
Date: September 6, 2005

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

Members Absent: Kocher

Approval of Minutes

The minutes of the August 30, 2005 meeting were approved as corrected.

Other

- Mentioned the devastation from hurricane Katrina and the possibility of having displaced students attend KVCC – it was suggested we may want to recommend to the Board that tuition be offered at in-district rates. It was also suggested we may want to consider fund raising for disaster aid.
- Heard an update on policies for off-campus mileage reimbursement – most colleges follow the IRS regulations in that mileage is not provided if the site is considered the “home” worksite, and others provide a stipend. This will be back on the agenda next week with a proposed CMOP.
- Reported that most of the defective display phones have been replaced.
- Reported that a “media blitz” is scheduled for the week of Sept. 19 to encourage students to review their program plans and for undecided students to meet with counselors.
- Reported that M-TEC’s training partnership with Flowserve has been discontinued.
- Agenda items for next week will include: the cost of natural gas and its impact on the budget and “reality check” which will be on the agenda every week following “other”

Reality Check for the Start of the Semester

Began a discussion relative the start of the fall semester—what went well and what needs work?

- It was reported that there were some glitches with processing of financial aid – some students on financial aid had their classes canceled. There is also the challenge of allowing students who are on financial aid to purchase books at the ACC. Both issues will be resolved and fixes in place in time for the winter semester.
- The cost of textbooks needs to be reviewed. Is there anything we can do? Nancy and Bill agreed to follow up on this.
- Suggested we may want to review our policies/benefits for adjunct faculty.

TBO Discussion

Continued the discussion on what it means to be a talent-based organization. Mentioned the need for all of us to “own the problems” that we encounter and the need for more customer orientation in our behavior. A draft of a concept on “We Invest in People” was shared. Our “success drivers” need to be identified. It was agreed that at next week’s meeting, the Cabinet will look at what it means for “level 5 leadership.”

Dashboard Presentation and Institutional Resources

Started the “dashboard” discussion by looking at drafts of the dashboards for the Elementary Education and STARS projects in terms of what we want to measure. Dashboards need to be developed for B2B, TBO, wellness, and The New School.

A draft of an assessment methodology and implementation process from risk management magazine was distributed and briefly reviewed.

What information are we gathering? Is it the right information? Should we be gathering different information? For a future meeting, Steve agreed to provide a list of the data I.R. collects.

Budget/Tuition/Fees Discussion

The Cabinet continued its discussion on the budget and projections for the future. Enrollment is flat with credit hours up slightly and headcount down slightly. Enrollment trends were discussed, including the impact of echo boomers, the decline of foreign students, and the possible impact if Western started two weeks after us. Should we offer more 14-week courses? We need to monitor and track enrollment by programs. Do we have the data?

The Cabinet then reviewed the draft of three-year plan for increasing tuition and fees. This confidential, draft plan will be handed out to the Board as part of a packet of information in preparation for the October planning meeting. Should our marketing efforts focus on our quality programs and services and not our low tuition?

What would we do with additional dollars generated by the increase in tuition and fees? The dollars generated by the three-year plan will not really allow us to do much more than we currently are doing. Dollars should be focused on our priorities. Can we identify what programs need to be eliminated or reduced in order to move other programs or new programs forward?

Review of Retention Initiatives

- STARS Program – revised summary distributed.
- B2B Program – needs to be drafted and shared with the Cabinet.
- Multi-disciplinary project – summary distributed.

Travel

- Authorized Jeff Woods, Marty Adams and Van Muse to attend FuturePlay (a game design conference) in East Lansing, October 13-15, 2005
- Authorized Lisa Strausbaugh to attend the Midwest Learning Communities conference in

Chicago, November 17-19, 2005

- Authorized Jeff Woods, Marty Adams and Van Muse to attend the Serious Games Summit in Washington, D.C., October 31 to November 1, 2005
- Authorized Helen Palleschi to attend the Honor Society of Nursing conference in Indianapolis, November 12-16, 2005
- Authorized Judy Sullivan to attend the Michigan Community College Student Services meeting in Petoskey, October 12-14, 2005
- Discussed a travel request of the PTK student group. Questions were raised regarding whether or not a staff advisor would attend as well and where travel funds for that individual is budgeted. This will come back for further review.

Grants

- Authorized the submission of a grant request to the Institute of Museum and Library Services seeking funding for restoration of paintings at the museum.

Next Meeting

The next regular meeting is scheduled for Tuesday, September 13, 2005 at 8:00 a.m.