

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of September 20, 2005 Cabinet Meeting
Date: September 20, 2005

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

Approval of Minutes

The minutes of the September 13, 2005 meeting were approved as presented.

Other

- The “media blitz” going on this week to encourage students to verify their programs of study and to meet with counselors for “undecided” students seems to be going well – the results of this will be measured and tracked.
- The nursing program in Allegan began this week with 20 students – half are from Kalamazoo County. Kudos were given to the folks who helped get this new program underway. An open house will be held at the Allegan Tech Center on October 31.
- Heard a brief update on personnel items
- Reminded everyone to encourage staff members to sign up for the wellness screening – a lot of evening appointments are available.
- A report on the retention of transitional education students was distributed – it will be on the agenda at the next meeting.
- Heard a brief update on the visit to Washington D.C. to meet with representatives from the National Association of Manufacturers as well as with several governmental agencies and area House and Senate members to talk about and gather information on funding opportunities for our manufacturing initiative and the “Dream It, Do It” campaign.
- Heard a brief report on the meeting with the Michigan Economic Development Corporation and opportunities for funding of various initiatives, including homeland security and high throughput screening.
- Heard about the challenges of the programming efforts for recording payroll encumbrances.
- Reported that KVCC may receive a few dollars more from the State than initially budgeted.
- Efforts are moving forward to minimize the bottlenecks for the start of registration for the winter 2006 semester that were experienced fall 2005.
- Received copies of several articles – one on a new computerized math program, another on the cost of textbooks, and a third on the importance of focusing on the student and the use of technology in the classroom.

Reality Check

- Mentioned the skyrocketing cost of textbooks and the need to begin the discussions with the bookstore, the financial aid folks and the faculty.
- Mentioned the need for everyone to “own the problem” when a problem is encountered.

Review Recommendation for Further Restricting Smoking at Outside Entrances

Reviewed a draft recommendation regarding further restricting smoking at outside entrances of the College. The recommendation included additional entrances and increased education and publication of the guidelines. Mentioned the issue of staff time away from the office for those who take smoking breaks – it was agreed that this is a separate issue and needs to be discussed at another time.

It was MOVED and SECONDED to accept the recommendation. The motion CARRIED with the amendment that part of the educational/public awareness component will include the printing of small, business cards with the College’s guidelines. The cards could then be handed out to violators of the smoking policies. The new guidelines will be effective January 1, 2006 with the educational program beginning earlier

NCA Self-Study Update

Reported that the writing team will review the first draft of entire document this week.

Prior Learning Assessment

The draft summary of the prior learning assessment process was discussed. A final report and recommendation will be coming forward at a later date.

TBO Discussion

- Reported that Brad Black will be at the October 11 Cabinet meeting to get our Hedgehog process started. He has recommended that the entire Cabinet be part of the Hedgehog team.
- Update on TBO Progress – the three analysts from Talent+ arrived on campus today to meet with all administrators; the process has begun to develop the performance rating skills for 40 faculty; the development of the web-based pre-screening site for potential new employees is moving forward; and employees are being identified who will be trained as evaluators of applicants. Reported that we have begun discussions with WSI, a local employment agency that specializes in the educational arena, regarding part-time faculty.
- What are our success drivers? Heard suggestions as to what should be our drivers of success at KVCC that should be reviewed by the Cabinet on a quarterly basis. These included drivers for people, quality, students/clients, budget, wellness and community. It was noted that “quality” fits almost every success driver category. The Cabinet agreed to the following categories: People, Students/Clients, Resources, Wellness and Community. Agreed that we need to measure, as part of our metrics, quality and value for all of our success drivers.
- What is “Level 5 Leadership”? Postponed until the next meeting.

Budget/Tuition/Fees Discussion

- Review of Open Faculty Positions – agreed to move forward with the posting of nursing

position for winter 2006.

- What to do with the money? Agreed that any additional dollars received this year will probably be spent on energy costs.

Travel

- Authorized Ken Bouma to attend the state counselors association meeting in Traverse City, October 16-18, 2005
- Authorized Lisa Winch to attend MATYC math conference at Kirtland Community College, Sept. 23-24, 2005.
- Authorized Terry Gillette and Matt Dennis to attend the basketball coaches clinic in Lansing, Sept. 30 to Oct. 2, 2005
- Authorized Rick Ives to attend the MCOLES conference in Alpena, October 18-19, 2005.
- Authorized Sandy Bohnet, Dennis Bertch, Nancy Taylor and Geof Crosslin to attend a Talent+ Summit in San Francisco, October 5-8, 2005. Reported for the record that Marilyn Schlack along with several Board members will be attending the Talent+ leadership summit in San Francisco, October 2-4, 2005.
- Added John Holmes and Jan White to the list of attendees at the online education workshop being held at Walsh College in Novi, October 7, 2005.
- Authorized Terry Hutchins and Gail Fredericks to attend the League for Innovation Conference in Dallas, October 23-26, 2005.
- Raised a question as to whether or not we can apply for Fast Track funds for a previously approved travel request for individuals to attend a conference for the gaming and animation programs. It was noted that if they are approved voc-ed programs, then Fast Track funds should be available.

Grants

- None presented.

Next Meeting

The next regular meeting is scheduled for Tuesday, October 11, 2005 at 8:00 a.m.