

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of November 22, 2005 Cabinet Meeting
Date: November 22, 2005

Members Present: Collins, DeHaven, Hutchins, Lay, Niewoonder, and Woods

Members Absent: Anderson, Bohnet, Cannell, Kocher and Schlack

Guests Present: Nancy Taylor and Dennis Bertch (for TBO)

TBO Discussion

- a. Hedgehog – No additional items discussed
- b. Personnel Items – discussion on the curriculum position was postponed until next week
- c. Committee Reports
 - i. Dashboard – Jim reported on the development of the dashboard for KVCC – draft copies of the KVCC Scorecard and “performance obligations & indicators” were distributed and reviewed. Subcommittees of this committee have been formed that correlate to each of the four quadrants in the scorecard and measurements/goals will be established. An initial progress report will be shared with the Board in December.
 - ii. Employee Incentives/Recognition – Nancy Taylor reported that the committee had met and that the scope of the committee goes beyond recognition and rewards, but includes additional realms of personnel such as investment in employee development, training, and support as well as succession planning, etc. A survey of all administrators/supervisors is being conducted to find out what supervisors do to recognize their employees. The Cabinet suggested that the committee may want to consider doing a survey of employee satisfaction.
 - iii. Economic Determinate/Budget – Mike reported that the committee (possibly being renamed the “resource reallocation committee”) had met and is looking all of our institutional resources and hopes to make some recommendations during the current fiscal year to ensure we are using resources effectively and efficiently.
- d. Reality Check items were reviewed and action/updates were shared as appropriate
- e. Kudos! were given to a number of individuals.
- f. Other TBO Items
 - i. discussed the TBO impact seminar attended last week by all administrators and ways to share some of that experience with the college community
 - ii. reported that the Good to Great book discussion is going well

- iii. reported that we are getting ready to test the web-based applicant screening process
- iv. mentioned the need to move toward quarterly performance planning instead of annual performance reviews

Approval of Minutes

The minutes of the November 8, 2005, meeting was approved as submitted.

Other

- The challenges with the fiber optic connection to the M-TEC may finally be resolved – CTS is working on strengthening that connection
- A list of vacant faculty positions was distributed – more data on enrollment by program is needed – it was agreed that the list will be reviewed and discussed in two weeks under “personnel items” of the TBO discussion
- Reminded the Cabinet that next week’s meeting will be at 12:30 p.m. and will include lunch – two representatives from Service Management Group will be part of the meeting
- Reported that the law enforcement consortium is up and running – the grant has been received
- Reported that the Allegan Tech Center has begun discussing the possibility of a middle college and is exploring associated partnerships

Other Discussion Items

- a. NCA Self-Study Update – the Cabinet members were asked to encourage their staff members to review the NCA report that is now on line
- b. Calendar Committee Report – reported that the committee has met and is looking at the possibility of a 15-week academic calendar – a proposed “module action dates” for fall 2006 was distributed – a final report and recommendation will be shared with the Cabinet next week.
- c. Programs in Other than Traditional Offerings Report – a report is being compiled and will be discussed again in two weeks.
- d. Budget Development for FY 2007 – no update
- e. Travel
 - Authorized Geof Crosslin to attend a marketing symposium, Feb. 2-5, 2006, in Amelia Island, Florida
 - Authorized Darrell Davies to attend a human anatomy and physiology conference, May 27-31, 2006, in Austin, Texas
- f. Grants
 - Authorized the submission of a grant application to the KVCC Foundation for a 2006 performance management program for the museum in the amount of \$3,090 – it was noted that timeline is tight for approval by the Foundation and the approval process may need to be done via e-mail with the projects and grants committee of the Foundation

Next Meeting

The next regular meeting is scheduled for Tuesday, November 29, 2005, at 12:30 p.m.