

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of November 29, 2005 Cabinet Meeting
Date: November 29, 2005

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

TBO Discussion

- a. Hedgehog – The Cabinet was asked for any additional thoughts regarding the hedgehog – it was suggested that we may need to reconsider our common denominator and some of our measurements, including revenues – the recommendations of the Dashboard and Resource Allocation committees may help our focus
- b. Personnel Items –
 - i. Received a draft of the job description for the curriculum and assessment position as well as the proposed revision to the organizational chart for academic services
 - ii. Discussed the possibility of establishing a “leadership team” which would be separate from the hedgehog team and would be responsible for, among other items, reviewing organizational and staffing changes and succession planning. Agreed that help is needed from Talent+ to help identify that team and next steps.
- c. Committee Reports –
 - i. Dashboard – Jim reported that the team is working on the identifying the top items that we need to measure. The team will be ready for the Board presentation in December.
 - ii. People – Sandy reported that several staff members have requested to join this committee – the next meeting is scheduled for later this week.
 - iii. Resource Allocation – Mike reported the committee is looking at how we allocated resources throughout the Institution to ensure we are focusing on institutional priorities and relevancy of programs. The committee is discussing the issue of lapse funds and carry-over. Noted that investment and development of staff in crucial to our overall success.

A practice run of the presentations to the Board will be held on Monday, Dec. 12 at 3:00 p.m. in the Board Room.
- d. Reality Check items were reviewed and action/updates were shared as appropriate
- e. Kudos! Several kudos were added to the list. Discussed the possibility of establishing a central office that would track the numbers and types of compliments and/or concerns. Is there a trend?

- f. Other TBO Items
 - i. Many faculty and staff members have expressed excitement over the TBO initiative as well as a desire to be profiled and/or participate in the process.

Approval of Minutes

The minutes of the November 22, 2005, meeting was approved as submitted.

Other

- Reminded the Cabinet that representatives will be on campus December 6 to meet with employees regarding long term health care
- The electronic art and design showcase opens this week at the Center for New Media
- A brief update on partnerships and articulation with the Allegan Tech Center was given
- A list of hybrid-, web- and telecourse-based courses for the past year as well as for next semester was distributed
- Reported that the men's and women's basketball teams would be using the gym for practice between Dec. 26 and Jan. 2 – the practice schedule will be shared with the appropriate individuals
- A review of the MCCVLC contracts has been completed – it was noted that membership in MCCA would not be a factor in our participation with the VLC
- Discussed an issue regarding petty cash – it was agreed that any exceptions to the published guidelines should be documented on the request for reimbursement
- Several articles on developments in education and learning were distributed.

Other Discussion Items

- a. NCA Self-Study Update – reported that a few responses have been received from the college community to the self-study report – noted that the Board will get copies of the report at the December meeting. The Board has also agreed to change its regular February meeting to the 7th in order to meet with the NCA team
- b. Calendar Committee Report – a recommendation has been drafted – it is being reviewed to ensure the proposed changes are in compliance with the faculty contract
- c. Budget Development for FY 2007 – reported that fund carry over continues to be an issue that needs to be resolved. Suggested that the FY '07 budget review process will include: 1) a consideration that budgets rolled over for the next year will only have the amount spent in the past year; 2) all programs and services will be reviewed; 3) trigger reports will be prepared and discussed; and 4) the discussion will begin on the reallocation of funds to our core business, including a review of every staff position for optimum need. Agreed that discussions for the FY '07 budget will begin next week and that the audit report for FY '05 will be reviewed to start the discussion.
- d. Travel
 - o No requests presented.
- e. Grants
 - o No requests presented.

Next Meeting

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