

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

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

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

**Guest Present:** Dennis Bertch during Hedgehog discussion

**Absent:** DeHaven

### TBO Discussion

- a. Hedgehog – Mentioned the tie-in with our Hedgehog concept to the comments drafted by our student speaker for next week's commencement.
- b. Personnel Items –
  - i. Postponed to the discussion with the budget below.
- c. Committee Reports –
  - i. Dashboard – Discussed at length the quadrants of the KVCC Scoreboard
- d. Reality Check items were reviewed and action/updates were shared as appropriate and a couple others were added to the list.
- e. Several kudos comments were added to the list.
- f. Other TBO Items – none discussed.

### Approval of Minutes

The minutes of the November 29, 2005, meeting was approved as submitted.

### Other

- Briefly reported on software/hardware updates and upcoming training in the I.T. area
- Heard a brief report on additional smoking restrictions at other colleges and businesses
- Reported on the fund-raising efforts for one of the new scholarships at the College
- Heard a report on the visitation at the CNM for last Friday's art hop and the opening of the for the Electronic and Digital Art show
- Reported on the acquisition of a new hybrid vehicle in the automotive department
- A report on direct instructional expenditures was distributed and reviewed – noted that it can be used a reference document during the budget review process
- The list of as assessment reports, including the due date and appropriate chairperson was distributed – updates to the reports need to be incorporate that reflect the changes in our culture, in becoming a talent-based organization, and taking our measurements and results to the next level of performance.

- Reported that calls are being made to students who have registered but not paid – final payment date is December 12 – it was suggested that we should gather the students' e-mail address and to send payment reminders via e-mail
- Distributed and briefly discussed an article from the Phi Delta Kappan on reengineering schools for the 21<sup>st</sup> Century
- Briefly discussed the letter sent to the superintendent for public instruction from two local economists responding to some of the proposed requirements for graduation from high school
- Discussed how we can best serve students attending KVCC through the benefits of the Kalamazoo Promise, including the potential impact on our transitional educational program – potential grant opportunities are being explored

### **Other Discussion Items**

- a. NCA Self-Study Update – no update.
- b. Programs in Other Than Traditional – reported that additional study is being done that would detail the success rates of students in non-traditional type courses
- c. Calendar Committee Report – the committee has recommended that a 15-week calendar has been endorsed and steps will be taken to implement that calendar in fall 2006
- d. Budget Development for FY 2007 and Review of Audit for FY 2005 –
  - Received and reviewed key components of the audit for the year ending June 30, 2005
  - Copies of the operating budgets/lapse funds for the past three years (by organization code) was distributed as well as FY 2005 lapse/overdraft information by index code
  - Agreed to meet to review the budget in detail on Monday, December 12 at 8 a.m.
    - personnel will be the first item on the agenda followed by a discussion on the review and relevancy of programs and services
    - a copy of the list of all employees by administrator was distributed – all positions will be looked at in terms of talent and fit
- e. Travel
  - Authorized Mike Keller and Ron Miazga to attend the conference on college composition and communication, Chicago, March 22-25, 2006
- f. Grants
  - No requests presented.

### **Next Meeting**

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