

R

**CABINET  
MINUTES**

Kalamazoo Valley Community College

**Office of President**

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of November 7, 2006 Cabinet Meeting  
**Date:** November 7, 2006

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

**Absent:**

**TBO Discussion**

- a. Personnel Items – Several positions are in the pipeline and a number of interviews are scheduled, including the director of nursing, facilities services, financial services, and I.T.
- b. Reality Check – one item was added to list.
- c. Kudos! – No kudos items were added to the list.
- d. Other TBO Items –
  - Reported that Marilyn will be meeting with Brad Black and Ron Kitchens today to discuss possibilities for a talent-based community.
  - Heard a brief update from the Leadership Team – the team is ensuring that the profiles of all candidates for open positions are being reviewed consistently for talent and fit. Future discussions will be on succession planning.

**Approval of Minutes**

The minutes of the October 31 2006, meeting were approved as presented.

**Other**

- Heard an update on the roll-out of the on-line registration system for health benefits.
- Documents relating to non-credit reporting and procedures were distributed – this will be on the agenda for discussion in two weeks.
- A discussion was raised regarding our decision to eliminate “direct credit” courses with the high schools when other area community colleges continue to offer these types of courses.
- Reported that a steering committee meeting on assessment has been scheduled for Nov. 20.
- Reported that one of KVCC’s respiratory care program graduates received a national award – his award will be presented at the national organization’s annual conference being held in Las Vegas in December.
- Raised a concern regarding retention of academic records such as student tests – we are not consistent by discipline nor by types of records kept. This will be on a future Cabinet agenda.

- Reported that TMP architects has been selected to do a facility and cost analysis for the Student Success Center – the study will include recommendations for existing temporary space as well as future needs.
- Briefly reviewed an ACS report summarizing contact hours and credit hours for the past two years.
- Began discussions for the FY 2008 budget process. Drafts of the budget calendar and possible funding priorities were distributed. It was agreed that the discussion will be driven by the Board's eight priorities which were recently implemented as well as other initiatives on the national radar that may impact our planning. These may include such topics as quantum information science, hydrogen fuel cell technology, life and bio sciences, etc. A meeting will be set up with all administrators to share the priorities, review results of our scanning and planning efforts, and to gather their ideas.
- Discussed who should attend the upcoming SunGard SCT summit. A recommendation will be shared with the Cabinet next week.
- Presented a request from the Community Action Agency for a recommendation for someone from KVCC to serve on the Board.
- Drafts of the objectives reporting forms for the Board's priorities and Student Success Center were distributed – the objectives need to be reviewed and measurements drafted. Cabinet members were asked have recommended changes/input drafted by November 21 – these will be on the agenda for review at the upcoming meeting with all administrators.

### **Other Discussion Items**

- a. **Review of Agenda for November 10 Meeting** – Agreed that the following topics will be presented at the November 10 college-wide meetings:
  - Career Academy
  - Update on smoking restrictions
  - Credit hour update
  - Selection of architect the Student Success Center
  - Spring graduation date and location changes
  - The impact on KVCC if Proposition 5 and Proposition 2 pass
- b. **Begin Discussion on Possible Millage Increase** – discussion postponed.
- c. **Travel** – the following travel items were reported for Cabinet information:
  - Michael McCall will attend the AACRAO conference in Boston, Feb. 28 to March 3, 2007.
  - Al Moss will attend the AARC meeting in Las Vegas, Dec. 11-14, 2006.
- d. **Grants** – none presented

### **Next Meeting**

The next regular meeting is scheduled for Tuesday, November 14, 2006, at 8:30 a.m.