

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of March 14, 2006 Cabinet Meeting
Date: March 14, 2006

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

TBO Discussion

- a. Personnel Items – Reported that the Leadership Committee has decided that no new positions will be filled until all profiles are completed of employees – it is anticipated that the profiles will be completed by the end of April with Talent + doing most of the staff profiles.
- b. Dashboard, Resource Allocation and People Committee – Customer satisfaction team is looking at doing some surveys internally with others being contracted out. The resource team believes that the college has all the information it needs for its identified measurement areas. The committee as a whole will be meeting again this week to share and finalize their reports and recommendations.
- c. Reality Check – a couple of items were added to the list.
- d. Kudos! were shared.
- e. Other TBO Items – Reported that a meeting with Brad Black and others is scheduled for Wednesday, March 15 beginning at 11:30 in the Board Room to begin discussions on using Talent+ with students – the Cabinet is invited to participate.
- f. The Cabinet members were asked to make a list of their talents, how they are using them, and how skills can be developed in the future – the list should be completed by March 28.

Approval of Minutes

The minutes of the March 7, 2006 meeting were approved as submitted.

Other

- Mentioned the possibility of receiving a donation of beds from Stryker Corp.
- During spring break, the I.T. team worked on correcting issues with the firewall.
- Reported that another community has developed a “promise” program similar to Kalamazoo’s promise – there is an article in the recent AACC newsletter about it.
- Heard an update on the meetings in Washington D.C. with NAM and the progress with becoming a “dream it, do it!” community. The announcement date is tentatively scheduled for April 24.

- Received a draft of a proposal for a manufacturing center – the Cabinet members were asked to review and be ready to discuss at the next Cabinet meeting
- Heard a report on the meeting with Mike Hansen of the Senate Fiscal Agency regarding our position on community college funding equity.
- Heard an overview of the agenda for tonight’s Board meeting.

Other Discussion Items

- a. Alternative Education Discussions
 - Kalamazoo Promise and Working with Under-Prepared Students - no update.
 - Review Transitional Studies / Retention Report – continued discussion on serving under-prepared students and the mixed results of our success with transitional studies. Mentioned several articles and references with successful programs. Bill, Terry and Nancy will look at the article using Plato for transitional education.
 - Waypoint Discussion – heard a brief update on the Waypoint proposal – the Cabinet agreed that it is an innovative program but needs to be revised and will come back to the Cabinet at a later date.
- b. Review Online Learning Proposals – discussed the proposal to establish an online learning pilot program. The following questions were raised:
 - do we need to develop courses from scratch and can we purchase or modify existing online courses, who would oversee the program, do we need a consultant, do we have existing staff who can develop the courses and the policies, and is there consistency in the compensation schedule for the development of the courses. Reported that a number of faculty members have expressed an interest in participating.
 - Other questions included: are we ready to implement a virtual program, can we commit the dollars and establish a viable budget, and where will the program be housed?
 - This will come back for discussion on March 28.
- c. Curriculum Review / Core Courses Discussion – reviewed a summary of core courses required by program and a report on the percent of core courses taught by full-time and part-time faculty by campus.
- d. Budget Development for FY 2007 – no update.
- e. Travel
 - Reported that we are required to send a faculty member to an upcoming two-day conference to learn about new fire fighting regulations. It was agreed that part-time instructor Gregg Lear would be authorized to attend in Wayne Kitchen’s place.
NOTE: APPROVAL SUBSEQUENTLY RESCINDED AFTER FURTHER REVIEW.
 - Authorized Sheila Eisenhauer, Sue Hollar and Darlene Kohrman to attend a mathematics education conference at Eastern Michigan University, April 1, 2006.
 - Authorized Bala Balachandran to attend a geology assembly in Baltimore, Maryland, May 23-26, 2006.
- f. Grants
 - None requested.

Next Meeting

The next regular meeting is scheduled for Tuesday, March 28, 2006 at 8:00 a.m.