

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of August 22, 2006 Cabinet Meeting
Date: August 22, 2006

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

Members Absent: DeHaven

Guests Present: Cindy Buckley and Charlie Fuller

TBO Discussion

- a. Personnel Items
 - o Reported on a couple of personnel changes.
- b. Report Card Committee
 - o Reported that there have been challenges in getting the team together and identifying comparison data for the report card.
- c. Reality Check – discussed some of the reality check items that had been previously raised and added another to the list.
- d. Kudos! – a kudo was added to the list.
- e. Other TBO Items – no additional items mentioned.

Approval of Minutes

The minutes of the August 8, 2006 meeting were approved as corrected.

Other

- o Agreed that brief biographical information on new employees, including photos, will be on the human resources website for a minimum of four weeks.
- o Reported on a lawsuit regarding learning management software – the implication for KVCC as well as all other entities using similar software if the lawsuit is successful would be higher operational costs to pay royalties – Terry will keep us updated as this moves forward.
- o Authorized the solicitation of sponsorships for the Fuel Vehicle Odyssey Day being coordinated by the folks in the automotive department.
- o Steve reported that he sent an article with information about a “diversity scorecard” to members of the planning group – he will forward that document electronically the Cabinet as well.
- o Briefly discussed an article regarding costs of textbooks and a new program that has a limited number textbooks available online – costs for the books are offset by advertisements.

Other Discussion Items

- a. **Review Innovative Thinking Projects and Annual Reports and Consideration of Funding for FY 2007**
 - Automotive Academy – reviewed the revised grant proposal. Recommended that the academy coordinator/instructor be hired in spring 2007 rather than waiting until July 1, 2007 to allow for earlier program development and marketing. It was **MOVED, SECONDED** and **CARRIED** to endorse the Automotive Academy innovative thinking grant as amended with the program coordinator/instructor to begin in spring 2007 and program implemented fall 2007.
 - Received and reviewed a revised innovative thinking budget and plan for the New School for FY 2007. It was **MOVED, SECONDED** and **CARRIED** to endorse funding for the New School innovative thinking project for FY 2007 as amended. Agreed that the budget for the visiting scholar component will be reviewed.
- b. **Review Draft Reports in Preparation for Sept. 19 Planning Meeting**
 - Operations Team – received a report from the operations team. Discussions of the team focused on employee diversity and evaluation, development of a report card, changes to the IEC, and possible establishment of an advisory committee to receive input on the affirmative action plan.
 - Student Team – It was reported that a lot of discussion was held on the issue of assessment (occupational and general education components). The team agreed that Dennis Bertch would take the lead on general education assessment and Jim Taylor on occupational assessment. In addition, faculty leaders need to be identified to be part of the process. Although no discussion was held on student diversity, it will be part of their future discussions.
 - Plans and a progress report from each team will be shared with the Cabinet at the Sept. 19 planning meeting and with the Board in October.
- c. **Review Fourth Draft of Changes to Accreditation/Audit Summaries and Findings**
 - Reviewed and recommended additional changes to the report.
- d. **Continued Discussion of Program Review and Curriculum Review Process**
 - No update.
- e. **Travel** – no travel requests presented.
- f. **Grants**
 - Authorized the submission of a grant request to the KVCC Foundation for the purchase of supplies and materials for the nursing department to work with middle school students.

Next Meeting

The next regular meeting is scheduled for Monday, August 28, 2006 at 3:00 p.m. (rescheduled from August 29) and the September 5 meetings has been cancelled.