

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of September 12, 2006 Cabinet Meeting  
**Date:** September 12, 2006

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

**Members Absent:** Kocher

### **TBO Discussion**

- a. Personnel Items
  - o Various personnel updates were shared, including the hiring of Debbie Dawson as the new dean of business and advanced technology.
- b. Reality Check – several items were added to list.
- c. Kudos! – several Kudos! were shared and commendations went to everyone on the smooth start of the new semester.
- d. Other TBO Items – reported that H.R. is in the process of scheduling meetings for individual feedback on the talent cards.

### **Approval of Minutes**

The minutes of the August 28, 2006 meeting were approved as submitted.

### **Other**

- o Discussed initial planning for the annual Board breakfast – all full- and part-time staff and faculty will be invited to attend.
- o A graph on enrollment from 2000 to 2006 was shared.
- o Shared possible changes in assigning VIP access to part-time faculty members.
- o The “catastrophic recovery plan” will be routed to Cabinet members for review and input.
- o The budget summary for all innovative thinking grants was distributed and reviewed. Budget changes were noted for several projects, including multi-disciplinary, the New School and the Automotive Academy. The changes as noted were approved by the Cabinet. Cabinet members were reminded to have all manpower costs reviewed by Sandy Bohnet.
- o An overview of the September Board meeting and upcoming October planning meeting was given. The Cabinet members were asked to pencil in the October 10 date – several members may be asked to present at that planning meeting.

### **Other Discussion Items**

- a. **Review Draft Reports in Preparation for Sept. 19 Planning Meeting**
  - o Operations Team – an update will be shared at the Sept. 19 planning meeting.

- Student Team – a progress report was distributed and reviewed. Cabinet members were asked to bring a copy of the document to the Sept. 19 planning meeting.
- Agenda for the Sept. 19 planning meeting – agreed that a couple individuals on the student success center team will be invited in order to present an overview of the project and will be first on the agenda. Other items to be on the agenda will be the reports from the Students and Operations teams, and discussion on the other topics of Board focus, including:
  - KVCC’s response to the Kalamazoo Promise,
  - cost-benefit analysis of our programs/services,
  - success rates of our developmental courses,
  - institutional effectiveness,
  - diversity, and
  - retention.
- b. **Travel – reported for the record, the following travel items:**
  - Dick Shilts and Matt Dennis will attend the BCAM Clinic on October 9, 2006.
  - Ron Welch and Terry Gillette will attend the BCAM Clinic on October 7-8, 2006.
  - Dick Shilts will attend the MCCA athletic directors’ and coaches meetings in Livonia, Michigan, September 24-26, 2006.
  - Jolene Osei and Gwen Conarton will attend Hyperion System 9BI+ training, October 2-4, 2006 in Houston, Texas
  - Sandy Bohnet will attend the CUPA National Conference in San Diego, Sept. 27 through October 1, 2006
- c. **Grants**
  - Briefly discussed an innovative thinking proposal “I Am” – suggested that ½ of dollars requested be authorized for the pilot program. Noted that there is some overlap between this request and the proposed student success center proposal. Proposal approved in the amount of \$10,000.
  - An innovative thinking proposal for a new “student success center” was distributed – it will be discussed in more detail at next week’s planning meeting. Most of the proposed positions are new and would be adjunct.
  - Authorized the submission of a grant request to the Kalamazoo Community Foundation for funding for KAFI, Character Design Competition.
  - Authorized the solicitation of identified sponsors to help with KAFI 2007 – the list of sponsors will be attached to the official minutes.

### **Next Meeting**

The next regular meeting is scheduled for Tuesday, September 28, 2006 at 8:30 a.m. The Cabinet Planning meeting will begin at 8:00 a.m. at Brook Lodge, the Doctor’s Cottage on September 19.