

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 3, 2006 Cabinet Meeting
Date: October 4, 2006

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

TBO Discussion

- a. Personnel Items – applicants for the director of libraries position are being profiled.
- b. Reality Check – one item was added to list.
- c. Kudos! – several Kudos! and commendations were shared.
- d. Other TBO Items – no additional items.

Approval of Minutes

The minutes of the September 26, 2006 meeting was approved as submitted.

Other

- As a follow-up to the smoking concern that was raised last week, information was shared regarding the possible construction of a smoking hut and eliminating the flag entrance as a smoking entrance. Comments were shared regarding the restrictions implemented at a hospital in Grand Rapids. It was agreed to move forward with the recommended changes in smoking locations and to authorize the purchase and installation of a smoking hut.
- The issue of employees who smoke and take additional breaks was raised again. This will be back on the agenda for further discussion.
- The audit for FY 2006 is complete.
- Reported that there are many individuals who use the College's pay phones on a regular basis.
- An enrollment report for the ACC was distributed and reviewed.

Other Discussion Items

- a. **Review of October Board Meeting Agenda, Notebook and Reports on Priorities**
 - **Scorecard/Report Card** – a presentation will be given at Tuesday's Board meeting.
 - **KVCC Response to Kalamazoo Promise** – a summary will be included in the Board's planning notebook.
 - **Success Rates of Our Developmental Courses** – a report on success rates for developmental courses and a summary narrative were distributed and reviewed. Questions were raised regarding what determines a "developmental" course and is a 100-level course developmental. Suggested that the term "passing rate" be clarified – it means a 2.0 grade or better. Agreed that some national statistics should be

included in the summary. An updated summary will be prepared and included in the Board's planning notebook.

- **Employee Evaluation** – this area is currently under review.
- **Employee Diversity** – information on a proposed new initiative will be included in the Board's planning notebooks.
- **Learning Outcomes Assessment** – a synopsis will be presented at Tuesday's Board meeting.
- **Program and Services Review** – a summary will be included in the planning notebooks.
- **Retention** – an overview of the Student Success Center proposal will be presented at Tuesday's Board meeting and a summary included in the Board notebooks..

It was agreed that copies of the reports on the Board's priorities will be given to Patricia by Monday, October 9 for inclusion in the Board's planning notebooks.

- b. **Travel – reported for the record, the following travel items:**
 - Jim Taylor and Debbie Dawson will attend the MODAC meeting in Grand Rapids, October 11, 2006.
 - Kelley Asta, Roxanne Bengelink, Debbie Dawson, Gehry Gross, Tom Keena, Doug Martin, Art Parker, Jim Taylor, Larry Taylor, Mike Tyson, and Bill Wangler will attend the Trends conference in Grand Rapids, October 12-13, 2006.
 - Deb Harris and Rob Albrecht will attend the Michigan Respiratory Care fall conference, October 22-23, 2006.
 - Jim Taylor will attend the National Career and Technical Education Conference in Dallas, Texas, Nov. 1-4, 2006 – all of his expenses are being covered by EFE.
- c. **Grants**
 - None presented.
 - ITP quarterly reports were due October 1 – please get copies to the Cabinet – they will be on the agenda for review on October 10.

Next Meeting

The next regular meeting is scheduled for Tuesday, October 10, 2006 at 8:30 a.m.