

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 10, 2006 Cabinet Meeting
Date: October 10, 2006

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

Guest Present: Cindy Buckley

TBO Discussion

- a. Personnel Items – reported on a couple of new hires.
- b. Reality Check – no items added to list.
- c. Kudos! – no items were shared.
- d. Other TBO Items – mentioned the use of “fan mail” and noted that additional staff members have been requesting note pads. The cost of small mailing envelopes to send the notes in will be researched.

Approval of Minutes

The minutes of the October 3, 2006 meeting was approved as submitted.

Other

- o Reported that the KVCC Foundation audit is complete and went well.
- o Reported that the M-TEC will be hosting a meeting of business representatives to talk about training needs in the construction trades’ area.
- o Reported that Banner will be down Friday afternoon to install some upgrades to the system.
- o An agenda item for next week will be a discussion on what it is we want to measure in our report card and do we want to participate in the national benchmark project.
- o An update on various college events was shared, including the opening of the Brain exhibit, Odyssey Day, and a math conference hosted by the college.
- o Results of the curriculum code blitz were shared.
- o Cabinet members were encouraged to participate in the wellness screening program and to encourage staff members to participate as well.
- o Heard an update on a new marketing thrust of the Kalamazoo Promise. Our response to the Promise and the students we serve will be on next week’s agenda as well as a discussion on who is KVCC’s spokesperson for the Promise.
- o Reported that the date of October 25 has been tentatively scheduled for a luncheon meeting with area legislators – a discussion about this meeting will be on the agenda at next week’s Cabinet meeting to plan for the topics we want to emphasize.

- Briefly discussed the recent MCCA meeting and the topics that were discussed.

Other Discussion Items

- a. **Review of Board Meeting Agenda**
 - Heard a brief update on the agenda for tonight's Board meeting.
 - The Student Success Center team will be the first item on the agenda to present an overview of the project. The Scorecard will be the second presentation and Student Outcomes Assessment will be the third presentation.
- b. **Smoking Challenges**
 - Reiterated the changes in the locations for smoking entrances and the installation of a smoking hut.
 - Agreed that the supervisors' role in monitoring employee use of breaks goes beyond "smoking" breaks. Supervisors are expected to model behavior and enforce college standards.
- c. **Review of ITP Quarterly Reports**
 - Received and briefly reviewed the multi-disciplinary project report.
 - Reported that the I AM project has begun
 - Prior Learning – Suggested that we ensure our prior learning office continues to monitor and use national standards for evaluating prior learning credits and update the evaluation process as needed.
 - New School – accepted reported as presented.
 - Elementary Education – accept report as presented.
 - Virtual Valley – reported that slow progress is being made but plans are in place to develop an orientation for faculty who teach online courses and to pilot some courses in winter 2007.
- d. **Review of ITP Proposal for M-TEC Job Training Initiative**
 - Cindy Buckley briefly reviewed the mission and goals of the proposal.
 - This proposal dovetails with the Automotive Academy project and proposes to establish and coordinate additional academies focusing on the technical and skilled-trades areas.
 - The proposal will be revamped to reflect Cabinet recommendations regarding the tie-in with the automotive academy, to eliminate overlap of costs between the two projects, to strengthen the evaluation component, and to revise the organizational structure.
 - This will be back on the agenda for further discussion next week.
- e. **Travel – reported for the record, the following travel items:**
 - Bill Lay and Dennis Bertch will attend the 2006 Assessment Institute in Indianapolis, October 29-31, 2006.
 - Howard Carpenter and Debbie Dawson will visit Henry Ford Community College on November 2 to look at some of their equipment and programs.
 - 14 students and 4 faculty members will participate in the October 20-22, 2006 Urban Plunge.
 - Terry Hutchins will attend the technology forum Nov. 12-14, 2006 in Henderson, Nevada.
 - Bob Bechtel and Roger Miller attended a Default Prevention Workshop in Grand Rapids on October 5.

- Terry Sibbersen will attend a class for certified pool operators, October 17-18, 2006 in Plymouth, Michigan.
- f. **Grants**
 - None presented.

Next Meeting

The next regular meeting is scheduled for Tuesday, October 17, 2006 at 8:30 a.m.