

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of December 19, 2006 Cabinet Meeting
Date: December 19, 2006

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

Members Absent: Kocher

TBO Discussion

- a. Personnel items:
 - Reported on a couple of personnel changes, including the hiring of the first new employees for the student success center.
- b. Reality Check – No items were added to the list.
- c. Kudos! – Kudos were shared.
- d. Other TBO Items – Asked the Cabinet members to review the kudos from their areas and give some background information to Sandy for coordination in preparation for sharing at the annual Board breakfast on January 5.

Approval of Minutes

The minutes of the December 12, 2006 meeting were approved as presented.

Other

- Reported that the recent spate of KVCC web “crashes” were caused by excessive web traffic from China accessing unprotected sites – the problem has been fixed.
- Noted that the Kalamazoo community and KVCC’s RFID center are mentioned in a Manufacturing.net article focusing on and touting entrepreneurial manufacturing.
- Reported that KVCC is the first community college to form a chapter of the National Student Teacher Association.
- The instructional data book has been distributed – it also includes the trigger reports.
- Mentioned that quite a few of our off-campus courses have been cancelled for winter 2007 – a possible reason may be the decision to not send out the large postcard promoting these courses.
- The 2nd semester seminar for the New School enrollment was much lower than the 1st semester – the decision was made to discontinue the project; however, several of the instructors who were part of the project will continue with their interdisciplinary efforts.
- Reminded the Cabinet that the Governor will be on the Texas Township Campus on January 2 as part of her inaugural events and promotion of “Next Michigan.” A number of

KVCC programs and activities will be on display in the Commons. Between 800 and 1000 people are expected to be in attendance.

- Heard an update on the planning for the January 17 Education Town Hall meeting – several Cabinet members volunteered to serve as moderators.
- Reminded the Cabinet that the budget for FY 2008 will focus on the College's priorities. Discussions on the budget will begin in earnest after the first of the year.
- Authorized budget supervisor status to Bob Stokes, the new supervisor in the facilities services area.
- Mentioned the pressures facing K-12's and higher education and the need to be more accountable, including documentation of student learning. An article from AACC regarding this issue will be sent to the Cabinet.

Other Discussion Items

- a. **Review of Board Priorities Objectives Reporting Form/Assignments –**
 - The following assignments were made:
 - Student Retention/SSC – Marilyn Schlack
 - Learning Outcomes – Bill Lay
 - Report Card – Terry Hutchins
 - Diversity – Sandy Bohnet for employees and Mike Collins for students
 - Employee Evaluation – Sandy Bohnet
 - Relevancy of programs and services – Bill Lay
 - Monitor success rates of developmental courses – Steve Cannell
- b. **Review of SSC Objectives Reporting Form –** postponed discussion pending additional review by the Student Success Center Team.
- c. **Second Reading of Revisions to CMOP 1110.**
 - It was **MOVED** and **SECONDED** to accept the proposed revisions to CMOP 1100. After a brief discussion, the motion **CARRIED**.
- d. **Travel –** the following travel items were reported for the record:
 - John Holmes will attend the LAND conference scheduled for Feb. 21-23, 2007 in East Lansing, Michigan.
 - Jane Otten will attend SunGard Summit pre-conference training on budget development scheduled for March 17-18, 2007 in Las Vegas, Nevada.
 - Rick Ives, Melia Phelps, Todd Christensen, and Matt Robinson will attend the MCOLES skills' instruction seminar at Washtenaw Community College scheduled for January 4, 2007.
- e. **Grants**
 - None presented.

Next Meeting

A brief Cabinet meeting is scheduled for **Tuesday, January 2, 2007, at 8:00 a.m.** prior to the Governor's visit.