

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of March 13, 2007 Cabinet Meeting
Date: March 16, 2007

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

Members Absent: Kocher

Guests Present: Nicole Newman and Darlene Kohrman

Review of Innovative Thinking Grant Proposal/Math 093-094

Nicole and Darlene presented their proposal for a developmental math innovative thinking grant to develop a teaching community. They noted that several additional math instructors have committed to participating in the learning community and all the MATH 093 and 094 courses taught by the participating instructors will be part of the project. The ultimate goal is to implement this for all of the 093 and 094 sections, involve part-time instructors, and modify course materials as needed to ensure student success. Questions were raised about the evaluation and measurement of student learning and the need for more specific objectives for student learning and how it will impact success for subsequent courses. Nicole and Darlene agreed to submit a revised proposal for review by Cabinet at next week's meeting.

TBO Discussion

- a. Personnel items:
 - o Reported that the search for the museum position has been reopened and that a number of applications have been received for the counseling position.
 - o Mentioned a couple of newly announced retirements – those vacancies will be evaluated and posted as needed.
- b. Reality Check:
 - o A couple of reality check items were discussed.
- c. Kudos! Several kudos were noted.
- d. Other TBO Items – No additional TBO items discussed.

Approval of Minutes

The minutes of the March 6, 2007 meeting were approved as submitted.

Other

- Mentioned the continuing issue of fund carry-over – the Cabinet was asked to carefully review their budgets and make recommendations for budget changes by next Tuesday.
- Mentioned some of the technical challenges associated with the early change to Daylight Savings Time and with the upgrade to the phone system at the Texas Township Campus.
- “Project Challenge” is scheduled for March 15 and the Fretboard Festival is scheduled for March 24 – both activities are being run out of the Arcadia Commons Campus.
- A highlight of the 2007-2010 Strategic Plan for the Michigan Economic Development Corporation was distributed – this will be on agenda for next week.
- Reported that the CTA has submitted a very complimentary quote for a Gazette article regarding the MHTSC.
- The “Gibson” survey on costs for attending a Michigan community college was distributed and reviewed. KVCC has the lowest cost overall because of our low fees.
- The relevant sections of the State’s analysis of the impact of Proposition 2 was distributed. Noted that our scholarships funded by the KVCC Foundation will have to be reviewed for compliance with Proposition 2.
- Raised the issue of catering for staff retreats again and agreed that meal costs for those meetings will follow the per diem rates as listed in the travel manual.
- Discussed the request from MCCA for a list of our “top three programs” that MCCA will identify in a marketing piece for all community colleges in the state. They asked for the names of programs that distinguish us from other colleges, what we want to brag about, and are successful and we want to market. A draft of our top three will be shared with Mike Hansen before the final submission to MCCA.
- Suggested that Mike Collins and Jim DeHaven should be authorized for membership in a local organization.

Other Discussion Items

- **Signature Authority List**
 - The updated signature authority list was distributed – reminded the Cabinet that the list is available on the “G-drive.”
- **Budget Planning for FY 2008**
 - Noted that budget discussions with all of the vice presidents are on going.
 - Questioned when the focused program reviews for the four identified programs would be ready for review by Cabinet – they need be completed before the budget for FY 2008 can be finalized in the instructional area.

- The list of proposed computers to be replaced for FY 2008 was distributed – Cabinet members were asked to review the list for accuracy – please get corrections to Terry by next week – all replacement computers need to be included on Terry’s list.
- **Travel** – the following travel items were reported for the record:
 - Jim Taylor will attend the MODAC conference in Ludington, April 4-5.
 - Cindy Buckley will attend the DACUM Training Institute in Columbus, Ohio, April 2-6.
 - Cheryl Grinnell, Amy Louallen and Nick Rankin will attend the Michigan Community College Human Resources meeting in Kalamazoo, April 25-27.
- **Grants**
 - Authorized the exploration of a \$200,000 grant to the U.S. Department of Labor for a “long-term care career lattice” – more information is needed regarding budget and KVCC’s contribution.
 - Authorized additional sponsorship requests for KAFI (list of organizations are identified on sponsorship form attached to official minutes of meeting).
 - Heard an update on the planning for the “Wired” grant – KVCC will still participate if Kellogg Community College can put the grant application together by the submission deadline – the planning for the grant has become very complicated for various reasons, including the fact that 11 different counties and three states are involved.

Next Meeting

The next Cabinet meeting is scheduled for **Tuesday, March 20, 2007, at 8:30 a.m.**