

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of March 27, 2007 Cabinet Meeting
Date: March 27, 2007

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

Farewells and good wishes were given to Bill Lay at his last official Cabinet meeting before his retirement.

TBO Discussion

- a. Personnel items:
 - o Reported that H.R. is in the process of reviewing numerous applications for the vacant staff and faculty positions.
 - o Mentioned the key role the counseling office will play in the operation of the Student Success Center since it now part of the in the SSC. Plans are underway for the design of a permanent location for the Center.
- b. Reality Check:
 - o A couple of reality checks were shared.
- c. Kudos! Several kudos were noted.
- d. Other TBO Items – None.

Approval of Minutes

The minutes of the March 20, 2007 meeting were approved as submitted.

Other

- Briefly discussed the status of program reviews. Noted that a recommendation will be going to the Board in April for the surgical technology program. Nancy will get her review to the President. In addition, it was agreed that all program reviews need to come to the Cabinet for review.
- Bruce reported that he has tickets available for the March 31 Cesar Chavez dinner being held at the Bernhard Center at Western.
- A report on facility utilization was distributed – it will be on the agenda next week.
- Heard a brief report on the changes in Perkins funding.
- Information on branded phones was shared – it will be on the agenda next week.

- Student success in relationship to pre-college programs and late registration was briefly discussed – this will be on the agenda next week.
- Mentioned the proposal to reorganize some of the academic departments, including communication arts, English, sociology, transitional studies, foreign languages, et al. The changes will be effective July 1, 2007.
- An update on what is happening with our automotive program was shared – noted that progress is being made in our alternative fuel initiative.
- Reported that more than 40 percent of KVCC’s employees are deducting money from their salaries and putting it into supplemental retirement accounts – that percentage is above the national average.
- A draft of a “Cabinet Calendar” was distributed – this will be on the agenda next week. In addition, Cabinet members were asked to provide their individual agendas with the President during their weekly standing meetings.
- Heard a brief report on a discussion with Phil Power from the Center for Michigan – he is putting together a non-partisan group of 50 leaders throughout Michigan to address some of the issues the state is facing. Marilyn has been asked to serve on the committee.
- The Cabinet members were asked to bring their calendars to the next Cabinet meeting in order to schedule a planning meeting.
- Mentioned the on-going discussions with WMU and the area’s community college presidents on partnership and articulation issues. The presidents of the community colleges will meet again at the end of April.
- Reported that 94 employers have signed up for the College’s annual employment expo scheduled for March 28.
- The ITP for Developmental Math will be discussed again at next week’s meeting.
- Discussed options for a CNM class that is being offered this summer and whether or not it can be moved to another location.

Other Discussion Items

- **Discussion of the MEDC’s Strategic Goals**
 - Discussion put on hold.
- **Budget Planning for FY 2008 – reported on the following:**
 - Shared the status of capital equipment requests – not too far off the targeted dollar amount. Once the list is finalized, we can begin putting purchase requisitions together for equipment to arrive after July 1.
 - Reported that we are under-spent in Perkins funding – these funds can be reallocated for additional capital equipment for this year. Equipment purchased from this fund needs to be received by June 30.
 - Commendations were given to the Cabinet for their efforts in planning for next year’s budget.
- **Travel** – the following travel items were reported for the record:
 - Darlene Kohrman will attend a high school conference on assessment after the winter semester ends – her travel costs will be paid by a local high school.

- Discussed a trip Theo Sypris will be taking to China, March 31 to April 9, as part of his role with the Midwest Institute. No college dollars are being used for this trip and his classroom duties are being covered.
 - Lois Brinson and Karen Phelps will attend the apprenticeship training meeting April 25-27 in Kalamazoo.
 - Ola Johnson and Denise Lindsley will attend the 6h Annual Compass Conference, April 25-27, 2007 in Chicago.
 - Andrew Greig and Tony Zacker will attend a training program for Crestron, May 8-11, 2007 in Chicago.
 - Jackie Howlett and Ann Lindsay will attend the Voyager annual user conference, April 25-28 in Schaumberg, Illinois.
 - Rick Ives, Kyle Griffith and Melia Phillips will attend an EVO meeting in Lansing, March 29.
 - Rick Ives and Larry Belen will attend Reading and Writing Proctor training on April 11 in Detroit.
- **Grants**
- Authorized the submission of a grant request to the Michigan Dept. of Economic Growth for the M-TEC to foster community partnerships.
 - Reported that Kellogg Community College has submitted the application for a “Wired” grant of which KVCC along with several other entities throughout the region are partners.
 - Mentioned some discussions with the Michigan Council of Governments and the possibility of partnering with them for a health care training initiative.

Next Meeting

The next Cabinet meeting is scheduled for **Tuesday, April 3, 2007, at 8:30 a.m.**