

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of May 1, 2007 Cabinet Meeting
Date: May 1, 2007

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

TBO Discussion

- a. Personnel items:
 - o Reported that the ACC has finalized the recommendation for Karen Thorngate's replacement.
- b. Reality Check:
 - o Briefly mentioned a few challenges with Sunday's graduation.
- c. Kudos! A number of kudos were given regarding folks who helped with graduation.
- d. Other TBO Items – No additional items mentioned.

Approval of Minutes

The minutes of the April 24, 2007 meeting were approved as submitted.

Other

- Reported that discussions are on-going regarding articulation with out-county schools to help ensure cooperation and consistency.
- Reported on a challenge with the release of the newest Microsoft software and that Front Page will no longer be part of the package. The administrative side of web page development will begin using Dream Weaver and discussions are on-going for the instructional end with the use of Front Page.
- Reminded the Cabinet that all handbooks need to be reviewed for accuracy – hard copies as well as on-line versions – with changes to be shared with the Cabinet in June – final copies will be shared with the Board in July.
- Reported that Western has established a community college liaison office and the representatives have already met with the community college presidents in southwest Michigan.
- Reported on changes in ticketing for the showing of Shrek 3, and only individuals with KAFI passes, either full passes or three-event passes, will be able to get tickets for Shrek 3 – no individual tickets will be available for purchase.

- Reported that CPR, the company the M-TEC contracted with for I.T. training, has merged with another company and it will no longer do training.
- Heard an update from the MCCA meeting held at Lake Michigan College last week and the warm reception KVCC representatives received. A major topic of discussion was on the State's gloomy fiscal picture, the lack of progress by the legislature in dealing with the challenges, and possible changes in funding for various programs. In addition, the MCCA continued its discussion on the proposal to allow community colleges to offer BSN programs.
- Reported on changes in Michigan's No Worker Left Behind program. More information is available at the following link: <http://www.michigan.gov/nwlb>
- Heard a brief report on the on-going discussions with MCOLES.
- Mentioned the challenge with retention in some chemistry courses and the need to review student success rates in those courses.

Other Discussion Items

- **Status of Emergency Policies and Procedures Review**
 - Noted that the Kalamazoo area presidents have been discussing ways to better coordinate emergency response procedures.
 - This will be back on the agenda at a later date.
- **Program Reviews for FY 2008**
 - A revised schedule for program reviews was distributed and reviewed. It was moved, seconded and carried to approve the schedule as amended.
- **I.T. Queue**
 - The revised list of I.T projects was distributed – several questions were raised, including whether or not they will address some of our priorities.
 - It was agreed that Terry will take the lead on this and prioritize the list based on our hedgehog and bring back recommendations next week.
- **Review of ITP Quarterly Reports**
 - Briefly discussed the status of projects and noted that the report for student success needs to be submitted.
 - Several projects will be completed this year and a couple will be continued into next year, including the Student Success project. Terry will bring back a recommendation for the Elementary Education project.
- **Planning Meeting Agenda Items**
 - Agreed to look at using Henderson Castle for the May 22 planning meeting.
 - Received a one-page survey on how to measure a college's "culture of evidence." This can be used as part of the discussion at the meeting.
 - Suggested agenda items:
 - 1) Review/discussion of our "culture of evidence" documenting student persistence, student learning and attainment of goals,
 - 2) a review of our board priorities and what has been accomplished, and
 - 3) a discussion on what we need to focus on for next year.

- **Budget Planning for FY 2008 – reported on the following:**
 - Capital equipment for FY 2008 will be presented to the Board for approval in June and paperwork for that equipment can be moved forward and purchase orders ready to submit immediately following that meeting.
 - The Board Budget Committee met last week and will be recommending a tuition rate for FY 2008 at the May Board meeting.
 - Reminded the Cabinet that the list of capital equipment approved for purchase using FY 2007 dollars is located on the G-drive and all equipment needs to be received by June 30. This list will be going to the Board for formal approval in May.
- **Travel** – the following travel items were reported for the record:
 - Debbie Dawson will be attending an emerging technologies meeting in Lansing, May 14 and 15.
 - Rick Ives and Larry Belen will attend the MCOLES directors meeting at Macomb Community College, May 16
 - Rick Ives, Dave Reid and Mary Lawrence will attend the MCOLES grant meeting in Grand Rapids, May 22.
 - Larry Taylor, Charlie Fuller and Ted Forester will attend the NATEF training days at Ferris State University, May 8-9.
 - Gloria Barton Berry and Carolynne Buckner will be attending a workshop on ways to eliminate racism being held at KPS, May 16-18.
 - Jim Taylor will attend a couple of MODAC meetings. The first one will be held in Muskegon, June 7-8, and the second on at Bay College, Aug. 2-3.
- **Grants**
 - Authorized the submission of a grant request to MCACA for exhibits and programs at the Museum as well as the submission of a grant request to the KVCC Foundation – if funding is available from MCACA, the request to the KVCC Foundation will be pulled.
 - Heard an update on an earlier request for additional funding for the College's Honors program with some of the funding being requested of the KVCC Foundation. Questions were raised regarding the number of students in the program, whether or not we should pay the out-of-district tuition rate for students who are out-of-district, and what are the retention/graduation rates for students in the Honors program. Agreed that tuition reimbursement should be at the in-district rate. This will come back for additional discussion.

Next Meeting

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