

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of May 15, 2007 Cabinet Meeting
Date: May 15, 2007

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

TBO Discussion

- a. Personnel items:
 - o Reported on several new hires and one employee retirement.
- b. Reality Check:
 - o Shared a couple of reality check items.
- c. Kudos! A number of kudos were shared.
- d. Other TBO Items – No additional items mentioned.

Approval of Minutes

The minutes of the May 1, 2007 meeting were approved as submitted.

Other

- Reported on the development in the Groves.
- The revised Program Review schedule for FY 2007/08 was distributed. The schedule was approved as submitted.
- Announced that all new printers installed at the College will automatically default to “duplex” printing.
- Reported that MCOLES testing is now completely web-based.
- Faculty schedules, which also list faculty office hours, can now be completed electronically.
- Reported that ASR is providing our human resources office with more detailed information on our college employee health risk factors. The number one risk factor is high cholesterol.
- Heard a report on a meeting with the Center for Michigan on the initiative to help move Michigan forward (Marilyn has volunteered to be a facilitator for southwest Michigan). She reported that Phil Power from the Center for Michigan has been invited to attend the MCCA presidents meeting at the end of July to talk on the same subject.

- The Upjohn Institute is putting on a summit in Washington D.C. in June regarding a global perspective on the future of jobs and our economy. This topic will have an impact on KVCC and our planning for next year and beyond.
- A CMOP will be drafted for consideration by the Cabinet to allow for “consulting” days for administrators.
- Reported that the suggestion to move our graduation ceremonies to Sundays was well received by the Faculty Association. The Cabinet agreed that look into changing the dates to accommodate Sunday exercises and on the availability of Miller Auditorium.

Other Discussion Items

- **I.T. Queue**
 - Terry reported that he is working with a couple of other key people to prioritize the list of I.T. projects currently in the queue. This will be back on the agenda May 29.
- **Planning Meeting Agenda Items**
 - Reminded the Cabinet that next week’s planning will begin at 8 a.m. on May 22 at the Kalamazoo Country Club.
 - A draft of a planning think piece was distributed – Cabinet members were asked to bring the document as well as summaries of their projects/ strategic plans that tie back to the document and to prioritize the topics to be considered for next year. The discussion generated by the think piece will help the Cabinet identify what needs to be focused on for next year. We want to ensure we are continuing to move forward as an institution in an era of declining state revenues. We need to become an agile organization that can quickly respond to change.
 - Other topics for discussion include the following:
 - 1) Review of mission and vision in light of our hedgehog,
 - 2) Review/discussion of our “culture of evidence” documenting student persistence, student learning and attainment of goals,
 - 3) Review of the instructional/grade data report (please bring your copy to next week’s meeting), and
 - 4) a review of our board priorities and what has been accomplished.
- **Budget Planning for FY 2008 – reported on the following:**
 - Louise is in the process of finalizing the budget and resolving the last of the questions, including Perkins for FY 2008.
 - She also reported that some Work study dollars are available for 12 more 20-hour positions – please get recommendations to Louise if you have need for a work study.
- **Travel** – the following travel items were reported for the record:
 - Laura Cosby and Colleen Olson will attend a retention workshop in San Antonio, TX, May 22-24, 2007

- Ken Barr, Jr. and Jenny Buysee will attend the National Career Development Assoc. Global Conference, July 5-8, in Seattle, WA.
 - Dennis Bertch and Kelley Asta will attend the MCNEA meeting at Mott Community College, May 31 through June 1.
 - Dwight Coblentz and Rob VanderWeele attended a seminar on geo thermal energy processes at Grand Rapids Community College, May 2.
 - Mary Dey will attend an accreditation workshop in Chicago on June 2.
 - Gwen Conarton and Jolene Osei will attend Hyperion System training, June 28-29, 2007 in Annandale VA.
 - Terry Hutchins, Sue VanHeest and Nate Hartmann will visit the new Google facility in Ann Arbor on May 23 to see a presentation on educational products.
 - Several folks attended the Banner Users' Group meeting May 11 in Holland, MI, including Carolyn Alford, Bob Bechtel, Kristine Goolsby and Brenda VanderRoest.
 - Sandy Bohnet agreed to follow up on the request for Ken Barr, Jr., to attend a diversity conference in June and to see if any members of the TTC Diversity Committee will be attending in order to coordinate travel.
- **Grants**
- Noted for the record that the following grants were approved via e-mail:
 - to the Gilmore Foundation for Artists Forum for 2007-08
 - to the KVCC Foundation for Arcus Gallery equipment.
 - to the KVCC Foundation for the Honors Program for 2007-08.

Next Meeting

The next regular Cabinet meeting is scheduled for **Tuesday, May 29, 2007, at 8:30 a.m.**

REMINDER: The Cabinet Planning meeting is scheduled for Tuesday, May 22 at 8:00 a.m. at the Kalamazoo Country Club.