

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of June 18, 2007 Cabinet Meeting
Date: June 18, 2007

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

Planning Meeting Discussion and Follow Up

- a. The following documents were reviewed/discussed:
 - o **Minutes of May 22, 2007** planning meeting – the minutes were accepted as presented.
 - o **Focus on KVCC's Future** – the Cabinet reviewed and revised the draft document and made assignments for specific concepts. Individuals were assigned to bring back recommendations, including recommendations for subcategories.
 - o **Reviewed the Hedgehog** and reiterated its broad concepts.
 - o Planning for 2008 and Beyond and **Proposed Theme for 2007-2008** – discussed and amended the proposed themes and added “our pledge.” *See revised document.*
 - o **Programs and Services Where KVCC is the Best** – did not review.
 - o **Measure of Greatness at KVCC** – reviewed and updated. *See revised document.*
- b. **Board Priorities** – brief updates were given for each of the following Board Priorities. These reports will be cleaned up and finalized in preparation for the Board's August 1 Planning Meeting.
 - **Retention** – Mike gave a brief overview of his proposed presentation to the Board regarding retention and the development of the student success center. He also reviewed the feasibility study and preliminary design plans submitted by the architect that took into account the facilities master plan.
 - **Learning Outcomes Assessment** – Bruce and Dennis distributed a draft of the learning outcomes assessment plan. The report will be shared with the Board in August.
 - **Report Cards/Scorecards** – Terry distributed a status report and time lines. It was agreed that a power point presentation should be shared with the Board on the items that have been completed. They will be shared with the Cabinet in the middle of July.
 - **Diversity** – Sandy reported that the revision of our affirmative action plan/report is pending a recommendation from legal counsel.

- **Employee Evaluation** – A draft status report was distributed and reviewed. It highlighted the changes in the faculty and administrative evaluation processes and noted that the evaluation process for supervisors and staff is in the process of being developed. Noted that a time line needs to be added to the report for next steps.
 - **Response to the Kalamazoo Promise** – Discussed some of the initiatives KVCC implemented to enable/foster student success of Kalamazoo Promise students. **For FY 06-07**, KVCC took the following action:
 - Established a transitions course for college readiness
 - Encouraged the students to use the Student Success Center.
 - Encouraged students to apply for financial aid
 - Worked with the administrator of the Kalamazoo Promise to allow some part-time students to be eligible for the Promise
 - Worked with the administrator of the Kalamazoo Promise to have the Police Academy and Automotive Academy eligible for the Promise scholarship.**For FY 07-08**, KVCC will require all students –
 - with asset/compass scores below a specific range to use the services available at the SSC.
 - to submit financial aid forms.
 - **Programs and Services Review** – Program review and culture of evidence information was shared and reviewed. The Program review schedule includes “trigger” reports and a schedule of in-depth program reviews. Discussed alternative/more efficient use of our facilities and suggested that some programs be considered for alternate scheduling to increase summer enrollments and better room utilization. Noted that the Cabinet needs to get serious about program reviews and make the hard decisions. A number of programs have very few students and no graduates over a span of several years.
 - **Success Rates of Our Developmental Courses** – Steve shared various data sheets and summary reports. It was agreed that the report for the Board needs to be more succinct and focused.
- c. **Next Steps** – Reviewed and revised the “Next Steps” document. *See revised document.*

Other

a. **Budget Discussion**

- Briefly reviewed the list of new/replacement faculty positions that have been put on hold. Agreed that this discussion will be revisited later in the summer with the possibility of filling them in winter 2008.

b. **I.T. Queue** – Cabinet members were asked to get recommendations for changes to Terry and he will update the list.

- c. **Grade Distribution Report** – Part of the above discussion on board priorities.
- d. **Institutional Research Projects/Reports** – Part of the above discussion on board priorities.
- e. **Honors Program** – Postponed until next week.
- f. **Other**
 - Heard an update on the enrollment on the R.O.A.D. program – some sections are mostly comprised of seniors. Agreed that the registration guidelines for the R.O.A.D. program need to be enforced and may need to be memorialized as a Board policy. The registration guidelines for the R.O.A.D. program needs to be included the winter 2008 schedule.
 - Mentioned two vacant staff positions – one full-time custodian and one part-time safety officer – discussed rationale for filling these two positions. It was agreed that both will be filled.
 - Received a summary of funding/accomplishments for the Virtual Valley innovative thinking project. It was noted that the funding for this project ends June 30, 2007.
 - Reported that Talent Plus is looking at establishing an office in the Kalamazoo area which will save on costs for us in the future.

Other Discussion Items

- **Travel** – the following travel items were reported for the record:
 - Louise Anderson will attend the MCCBOA and risk management meeting in Petoskey, July 24-27.
 - Laura Cosby will attend a Gallup conference on Building a Strength-Based Campus in Omaha, June 27-29
 - Bill Nigg, a part-time instructor, will attend an astronomy conference on teaching astronomy to non-science majors – the College will contribute \$150 toward the cost of his registration.
 - Lori Claussen, a part-time instructor, will attend the Vocal Pedagogy Institute 2007 in Winchester, Virginia – the College will contribute \$150 toward the cost of her registration.
- **Grants** – None presented.

Next Meeting

<p>The next Cabinet meeting is scheduled for Tuesday, June 26, 2007 at 8:30 a.m. TTC – Board Room.</p>
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