

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 2, 2007 Cabinet Meeting
Date: October 2, 2007

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

TBO Discussion

- a. Personnel items:
 - o Reported on a couple of part-time positions going forward and on the increase in hours for the part-time position in the law enforcement training program.
 - o Reported on some staff/family member health issues.
- b. A new reality-check item was mentioned regarding financial aid balance checks.
- c. Several Kudos! were shared.
- d. Other TBO Items – none.

Approval of Minutes

The minutes of the September 25, 2007 meeting were approved as submitted.

Other

- Discussed the possibility of requiring all students have a student I.D. card. An I.D. is required for students to use the computer labs and fitness center as well as other areas. This requirement would be helpful in terms of additional security measures on campus.
- Noted that coffee/cookies may be provided for upcoming meetings with the external auditors.
- The updated signature authority list was distributed.
- Reported that Louise and Jane from financial services will be meeting with all administrators on a quarterly basis to discuss their budgets.
- The enrollment comparison report was distributed and reviewed. Some areas are truly “soft.” Folks were asked to carefully review the report and be prepared to discuss it in more detail at next week’s meeting.
- Reminded everyone that the ITP quarterly reports were due October 1.
- The ACC will be participating in this week’s Art Hop downtown.
- Briefly discussed the agenda for next week’s Board meeting and confirmed that informational reports on security and assessment will be presented.

Other Discussion Items

- **Board Themes for 2007-2009 / Cabinet Assignments**
 - **Managed Growth**
 - **Enrollment projections** – a timeline for enrollment projections and recommendations was distributed and reviewed.
 - **Advanced manufacturing** – a Gantt chart was distributed and reviewed which detailed tasks and timelines for developing plans/curriculum for advanced manufacturing, the medical device industry, and future workforce marketing.
 - **Success metrics for financial planning** – postponed to next week.
 - **Plan for KVCC Foundation growth** – a plan for growing the KVCC Foundation was reviewed, including annual fund and capital campaigns. It was suggested that a museum campaign be part of the annual fund campaign. A revised plan will be distributed next week.
 - **Planned Change in Curriculum and Student Development**
 - **Assessment plan** – a draft of the assessment plan/report to the Board was distributed and reviewed.
 - **Expand international programs/services** – a verbal update was shared regarding the possibility of an innovative thinking project regarding internationalizing the curriculum.
 - **Track basic skills and develop plan for student success** – a timeline for tracking and evaluating basic skills courses and success in subsequent program-level courses was distributed and reviewed. It was suggested that this project could be merged with the project for coordination of SSC. Bruce, Mike, Steve and Dennis will look at revamping the goals for this project. This will be on the October 16 agenda.
 - **Build on innovations and coordination of SSC** – see above.
 - **Engage and Develop the Organizational Leadership**
 - **Develop plans for organizational leadership** – reviewed information regarding the possibilities for moving forward as a TBO, including organizational leadership. More information will be provided next week.
 - **Further develop us as a TBO** – see above.
 - **Connecting KVCC to our Communities**
 - **Develop plan for Allegan and Van Buren counties** – background information regarding out-county services and possibilities for expansion was briefly discussed. This will be back on the agenda next week.
 - **Strengthen internal and external communications** – information on communications regarding campus security was distributed. Noted that communications goes beyond security and we should strengthen other types of internal communications, such as better use of the Digest or other means.

- **Assess needs of museum and community commitment** – a plan to assess the needs of the museum was distributed and briefly reviewed. This will be discussed again in more detail next week.
- **Advisory Committees** – reported that discussions are underway with the academic deans to look at strengthening program advisory committees. A draft timeline, including objectives will be distributed to the Cabinet next week.
- **Travel**
 - **Travel Guidelines Review** – reviewed a list of travel approvals for this fiscal year as well as a report comparing expenditures for travel for the past couple of years. This may tie in with the project to develop plans for employee development and leadership and our efforts to becoming a talent-based organization. The list of employee travel will be kept on the “G” drive so folks can better track travel requests.
 - **The following travel items were shared for the record:**
 - Diane Vandenberg will attend the MACRAO 2007 conference in Grand Rapids, November 6-8.
 - Colleen Olson will attend the International Council for Adult & Experiential Learning Conference in San Francisco, November 7-10.
 - Makida Coulter will attend the Ad Astra conference in Kansas City, Missouri, October 21-24.
 - Reported that four people have requested to attend the 2007 National Council of Teachers of English Convention in New York City, November 15-18 – it was agreed that only two would attend – the names of the attendees will be shared at next week’s Cabinet meeting.
 - Reported that the following 10 people will be attending the Trends conference in Grand Rapids, October 25-26: Kelley Asta, Deb Dawson, Doug Martin, Al Moss, Art Parker, Jim Taylor, Larry Taylor, Mike Tyson, Fred Toxopeus and Bill Wangler – they will drive to and from Grand Rapids each day rather than stay in a hotel over night.
 - Deborah Bryant will attend the California Science Teachers Conference on Science Education in Long Beach, California, October 26-28.
 - Nicole Popour will attend the Two-Year College Association meeting in Chicago, October 4-6.
 - Marylan Hightree will attend the ETOM conference at Mott Community College in Flint, October 12.
 - Noted that several faculty members will attend the Michigan Conference for Political Scientists which is being held at the Anna Whitten Hall on October 11-12
 - Mike McCall will attend the MCCSSA annual conference in Petoskey, October 17-19.
- **Grants**
 - No grants presented.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, October 9, 2007 at 8:30 a.m. in the Board Room.