

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 9, 2007 Cabinet Meeting
Date: October 9, 2007

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

TBO Discussion

- a. Personnel items:
 - o Reported on several vacant part-time positions that will be moving forward – all are in the budget and all are for instructional support.
- b. Two new reality-check items were mentioned regarding nursing and textbooks.
- c. No Kudos! were shared.
- d. Other TBO Items – briefly mentioned the article in Sunday's Gazette regarding becoming a talent-based community.

Approval of Minutes

The minutes of the October 2, 2007 meeting were approved as submitted.

Other

- Heard a brief overview of the agenda for tonight's Board meeting.
- Noted that the repair work on the roof leaks in the Commons will begin this week.
- Heard a report from the crisis management committee which discussed automatic locks on classroom doors. The committee is recommending all automatic locks be kept auto-locking for security reasons.
- Reported that the fiber optic network between the TTC and the ACC is malfunctioning again – phone and internet service are impacted.
- Raised the topic of life-long opportunities for seniors and the availability of a grant to help start a senior program such as "elder hostel." More discussion is needed before pursuing this type of grant.
- Folks were encouraged to participate in this year's wellness assessment program.

Other Discussion Items

- **Review Enrollment Comparison Report** –
 - o Continued to review the enrollment report and shared concerns about some of the low or declining enrollment programs.

- Suggested that we need a complete review and/or overhaul of our schedule and a review of all programs especially in light of declining financial resources.
- It was agreed that a small resource review committee comprised of Marilyn, Louise, Nancy, Sandy, Mike and Dennis would be convened to look at instructional and program services in order to better maximize our resources.
- Concerns were raised about the budget in terms of the cost for additional part-time faculty because the number of sections offered was increased this fall when we did not budget for an increase.
- **Board Themes for 2007-2009 / Cabinet Assignments**
 - **Managed Growth**
 - **Enrollment projections** – no update.
 - **Advanced manufacturing** – no update.
 - **Success metrics for financial planning** – a timeline for the development of success metrics for financial planning was distributed and reviewed. This could eventually help us prioritize resources for future financial planning and ties back to the goals of the resource review committee.
 - **Plan for KVCC Foundation growth** – no update.
 - **Planned Change in Curriculum and Student Development**
 - **Assessment plan** – no update.
 - **Expand international programs/services** – no update.
 - **Track basic skills and develop plan for student success** – no update.
 - **Build on innovations and coordination of SSC** – no update.
 - **Engage and Develop the Organizational Leadership**
 - **Develop plans for organizational leadership** – an update will be shared at next week's meeting.
 - **Further develop us as a TBO** – see above.
 - **Connecting KVCC to our Communities**
 - **Develop plan for Allegan and Van Buren counties** – comparisons of tuition and fees charged for out-of-district offerings for several other community colleges were shared. Suggested that we may need to reconsider our position on fees for registration or other services. Discussion on plans for out-county will be put on hold pending recommendations for the resource review committee.
 - **Strengthen internal and external communications** – no update.
 - **Assess needs of museum and community commitment** – no update.
 - **Advisory Committees** – an overview of the process for occupational program advisory committees was distributed and reviewed. It was noted that procedures and guidelines have been in place but not always followed.
- **Travel**
 - **The following travel items were shared for the record:**
 - Lois Brinson and Karen Phelps will attend a WorkKeys conference to be held at Macomb Community College, Nov. 5-6.

- Harland Fish will attend the ETOM meeting at Mott Community College scheduled for Oct. 12 – he will travel with Marylan Hightree.
 - Marty Adams will attend a game association meeting Oct. 24 in Detroit – he will be taking along a group of students and using a college van.
- **Grants**
- No grants presented.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, October 23, 2007 at 8:30 a.m. in the Board Room.