

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 23, 2007 Cabinet Meeting
Date: October 23, 2007

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

Members Absent: DeHaven and Woods

TBO Discussion

- a. Personnel items:
 - o Reported on two replacement part-time positions that will be moving forward – both are in the budget.
 - o Mentioned some staffing issues because of illnesses and the temporary hiring on a contractor to help in the I.T. area.
- b. Two new reality-check items were mentioned.
- c. A couple of Kudos! were shared.
- d. Other TBO Items – no other TBO items noted.

Approval of Minutes

The minutes of the October 9, 2007 meeting were approved as submitted.

Other

- Received a copy of and briefly reviewed a summary report from the National Community College Benchmark Project – this will be reviewed in more detail at next week's meeting.
- Received a report summarizing independent sections running fall 2007.
- Mentioned how we will now generically advertise employment opportunities at KVCC in the Gazette – this change will provide a cost savings as well as weekly coverage.
- Reminded folks that the annual health benefits enrollment process will begin in November.
- Mentioned the upcoming college-wide meetings – a possible topic will be the on-going challenges with the State's budget.
- Reported that Mike Hansen from MCCA may attend the November Board meeting to hear his perspective on the state budget and opportunities for community colleges in Michigan.

Other Discussion Items

- **Review of Program Audits' Summary Report -**
 - An updated Program Audits' Summary Report was distributed.
 - This will be back on the agenda next week. The Cabinet members were asked to review their specific areas of responsibility and provide an update as needed.
- **Board Themes for 2007-2009 / Cabinet Assignments**
 - **Managed Growth**
 - Enrollment projections – no update.
 - Advanced manufacturing – no update.
 - Success metrics for financial planning – no update.
 - 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 – Steve reported in “other” on the National Community College Benchmark project which included success/completion rates for developmental courses as well as other data.
 - Build on innovations and coordination of SSC – no update.
 - **Engage and Develop the Organizational Leadership**
 - Develop plans for organizational leadership and further develop us as a TBO – Sandy will bring forward a report at next week’s meeting.
 - **Connecting KVCC to our Communities**
 - Develop plan for Allegan and Van Buren counties – no update.
 - Strengthen internal and external communications – no update.
 - Assess needs of museum and community commitment – no update.
 - Advisory Committees – An summary report on the status of several occupational advisory committees was distributed.
- **Travel - the following travel items were shared for the record:**
 - Steve Doherty will attend the CASE V Conference in Chicago, Nov. 9-11.
 - Ezra Bell will attend the Black, Brown and College Bound Conference in Tampa, Florida, Nov. 28-30.
 - Natalie Patchell, along with three students from PTK, will attend a “mini-honors conference” being held in Port Huron, Nov. 3-4.
 - Bruce Panches and Jacob Arndt will attend the National Communication Assoc. meeting in Chicago, Nov. 15-18.
 - Jane Geschwendt and Caroline Whiting will attend the National Council of Teachers of English Convention in New York, Nov. 15-18.
 - Kim Grubka and Wanda Scott, along with 12 DHY students, will attend the SADHA meeting at Oakland Community College, Nov. 2.

- Rod Albrecht and Al Moss will attend the American Association for Respiratory Care Congress in Orlando, Florida, Nov. 30 – Dec. 5.
- Kelley Asta and Dennis Bertch will attend a MCNEA meeting in Grand Rapids on October 24.
- Charlie Fuller will attend the National Alternative Fuel Training Consortium meeting in Morgantown, West Virginia, Oct. 25-27.
- **Grants**
 - No grants presented.

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