

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of January 22, 2008 Cabinet Meeting
Date: January 22, 2008

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

Members Absent: Anderson

Guests Present: Cindy Buckley, Jeff Donovan, and Patricia Norris

History Gallery Presentation

Pat Norris shared an overview of the proposed changes to the Museum's tower and history gallery; if the project is approved, it is estimated to cost up to \$1.4 million and could take two years to implement.

Review of Auto Academy Budget

Cindy Buckley presented an overview of the proposed budget/staffing changes for the Automotive Academy for FY 2007/08 which would include hiring a second full-time instructor this fiscal year and would allow a second class of 18 students to be enrolled in the fall.

It was moved, seconded and carried that the automotive academy budget be increased by \$12,581 for FY 2007-2008 and that the staffing changes as detailed in the January 16, 2008 memo be approved. A copy of the memo and budget changes will be attached to the official minutes of the meeting.

TBO Discussion

- a. Personnel items:
 - o Several part-time (replacement) positions were authorized to be moved forward.
 - o Heard a brief update on staffing changes in the Student Success Center – the biggest change is the appointing of Jenny Buysee as the director of career services and that the vacant asst. director's position will not be filled.
- b. No Reality-check items were mentioned.
- c. Kudos – noted that the winter 2008 semester started very smoothly.
- d. Other TBO Items – mentioned that a number of faculty and staff members participated in last week's 1 ½ day StrengthQuest workshop and that pilot projects have already begun.

Approval of Minutes

The minutes of the January 8, 2008 meeting were approved as submitted.

Other

- Mentioned that a demonstration of a new software program by SunGard will be shown at an upcoming Cabinet meeting.
- An opinion article from the Carnegie Foundation was distributed – it raised the topic of which jobs need four-year degrees and which really need skill-specific training.
- The goal and core values for the College's "academies" were distributed.
- Cabinet members were asked to put on their standing meeting agendas with the President a review of their budget/planning for FY 2008 as well as status reports on their board goals.
- Heard a brief update on budget planning for FY 2009, including projections for state funding and local

Other Discussion Items

- **Developmental Education Discussion**
 - Steve reviewed in detail the success/retention rates for KVCC's developmental education courses in math, reading, and writing in comparison to state and national standards.
 - Noted that Marilyn, Mike, Dennis, Bruce and Steve will meet this week to plan for next steps in developmental education.
- **Travel - the following travel items were shared for the record:**
 - Charlie Fuller, Hector Orlandi and a number of Auto Academy students will be attending the New Car Show in Detroit, January 22.
 - Marilyn Schlack will be attending the StrengthQuest executive session in Omaha, February 12-21.
 - Two travel requests were mentioned where faculty/staff attendance is being sponsored by a company and/or a publisher – both requests will come back to the Cabinet for additional information after the sponsorship questions have been addressed.
 - Connie Doorlag, Sheila Eisenhauer, Sue Hollar, Tim Kane, Darlene Kohrman, and Susan Puckett will be attending a conference for mathematics teachers scheduled for March 15 at Western Michigan University.
 - Dennis Bertch and Kelley Asta will be attending the MCNEA meeting in Lansing on February 7.
- **Grants**
 - No grants submitted for consideration.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, January 29, 2008 at 8:30 a.m. in the Board Room.