

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of April 8, 2008 Cabinet Meeting
Date: April 8, 2008

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

TBO Discussion

- a. Personnel items:
 - o Reported that Lesa Strausbaugh has been selected as the 2nd director of the career academies for the new academies to be offered at Arcadia.
 - o A part-time assistant at the CNM will be hired on a temporary basis.
- b. Reality Check – no reality check items reported.
- c. A couple of Kudos! were shared.
- d. Other TBO Items – Heard an update on discussions with Gallup – following the meeting on the 24th, an individual from Gallup will conduct one-on-one strengths reviews with each of Marilyn's direct reports and will also prepare a composite report.

Approval of Minutes

The minutes of the April 1, 2008 meeting were approved as submitted.

Other

- Raised a discussion regarding special events and which events, such as conferences and festivals, need to be overseen by one administrator to review the budget, deal with grants, etc. It was clarified that Lauren would be the point person.
- The emergency notification system can now be used to send messages to students in specific courses when a particular class needs to be canceled.
- Raised the issue about putting links to outside organizations on our web site – this discussion will be an agenda item at next week's meeting.
- Heard a brief overview of the grade summary report. A better understanding is needed regarding why students withdraw from courses. Mike agreed that he would follow up on the question as it pertains to SSC students who withdrew from their course(s).
- Added to the agenda for next week will be an Innovative Thinking Grant request regarding a SSC project to assess student strengths.
- Received a copy of a corrected academic calendar for FY 2009-2010.

- Reiterated the dates of commencement for the next several semesters – all will be held on Sundays - April 27, 2008; December 14, 2008; April 26, 2009; December 20, 2009; and May 2, 2010.
- Heard a brief overview of the agenda for tonight's Board meeting.

Other Discussion Items

- **Budget Discussion for FY 2009**
 - Louise mentioned that instruction is over-budget for part-time faculty wages for FY 2008 – this needs to be resolved.
 - The list of capital items that is going to the Board for approval at tonight's Board meeting was distributed and reviewed. All equipment on the list needs to be received by June 30, 2008.
- **Review Agenda for April 11 Planning Meeting**
 - Reviewed the draft agenda for the April 11 planning meeting and a packet of reading materials to review ahead of time.
 - Everyone was asked to review the descriptions of their top strengths in preparation for Friday's meeting.
 - Steve distributed and briefly reviewed some documents that the Cabinet members may want to review in preparation for Friday's meeting, including information regarding enrollment trends at the College, the challenges with the No Worker Left Behind program, and an article on jobs of the future.
- **M-TEC and Career Academies Updates**
 - Jim distributed and reviewed the following items that will be shared with the Board at tonight's meeting:
 - An overview of the companies housed in the business incubator at the M-TEC, and
 - The wind energy center proposal.
 - Jim also reported that he will do a brief update on the possibility for additional career academies.
- **Travel – the following travel items were reported for the record:**
 - Gail Fredericks will attend a WorkKeys conference in Indianapolis, April 29-May 2.
 - Judy Hayes and Carol Mallinson will attend a higher education training session conducted by Plante & Moran in Ann Arbor on April 29
 - Ryan Cummings, Tim Welsh and Ron Whitmire are attending a computer training session in Grand Rapids today.
- **Grants**
 - No new grants were submitted for consideration.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, April 15, 2008 at 8:30 a.m. in the Board Room.