

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of May 13, 2008 Cabinet Meeting
Date: May 13, 2008

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

TBO Discussion

- a. Personnel items:
 - o The dean of instruction/ACC position has been posted and applications are coming in for the faculty positions.
 - o Authorized the moving forward of an adjunct faculty position in Chemistry
 - o A proposed CNM position will be discussed further and after Dennis and Bruce have a chance to look more closely at the room utilization rates at the ACC.
- b. Reality Check – no reality check items reported.
- c. Kudos! were given for the new editions of Career Source and Museography and to Erick Martin and Cindy Buckley with the success of the welding academy.
- d. Other TBO Items – Someone from Gallup will be calling each of the Cabinet members to set up a one-hour interview regarding their individual strengths. It is hoped that everyone will have finished the interview before the May 29 planning meeting.

Approval of Minutes

The minutes of the April 29, 2008 meeting were approved as corrected.

Other

- Terry reported that the phone outage last week was a software issue and not due to someone hacking into our system.
- Reported for the record that Gena Mead will be taking over some budget responsibilities for the Bookstore beginning July 1.
- It was agreed that internships for KVCC positions will be centralized through our internship office and the dollars for the positions will be pooled into one account.
- Reported for the record that Dennis will have budget authority for off-campus courses with a “dotted” line to Jim who is the vice president over that area.
- Noted that we are looking at FERPA requirements and will be consolidating our internal forms and processes to ensure consistent response.

- A security drill on our “lock down” procedures on the Texas Township Campus is tentatively scheduled for June 6.
- An article from the Chronicle was distributed entitled “Community Colleges in California Feel the Heat” – folks were asked to review the article carefully.
- In preparation for the May 29 Cabinet planning, Marilyn asked that everyone read the article “America’s Most Overrated Product: the Bachelor’s Degree.”
- Discussed a proposal from the Council on Labor and Economic Growth to establish a “Career Readiness Certificate” based on ACT WorkKeys – the involvement of community colleges is not understood at this time and a statewide committee is being formed to look at the proposal more closely. Our initial response is to remain neutral and wait to see what comes out of the State committee.

Other Discussion Items

- **Goals Update**
Marilyn distributed a couple of draft documents/memos to be reviewed before the May 29 planning meeting. She is proposing that the Cabinet become the steering committee for “managing enrollment” with subcommittees being formed for retention, research, human resources, and recruitment. The goal is to have an umbrella plan for “managing enrollment” with sub-goals that will be data-driven. One of the chair(s) from each of the sub-committees will present an update to the Cabinet at least once a month with reports to the Board as needed.
- **ITG Proposals**
 - SSC/Student Strengths – discussion postponed.
 - Wind Energy – the ITG proposal to fund the exploration of the development of a Wind Energy Center was reviewed – included is contracting with an individual who has the technical expertise and conducting a feasibility study. So far, discussions with the Texas Township board have been positive and we are working through the township’s zoning requirements. It was **MOVED, SECONDED and CARRIED** to endorse the proposal in the amount of \$37,000 to fund the first phase of the development of a Wind Energy Center.
 - Louise reported that she has reviewed the budget for the International Education ITG and the first year of the grant will go forward at \$45,600, beginning July 1.
- **Travel – the following travel items were reported for the record:**
 - Bob Bechtel and Roger Miller will attend the Michigan Guarantee Agency meeting in Grand Rapids on May 20
 - Al Moss will attend the Respiratory Care Directors’ meeting in Copper Harbor, Michigan, June 4-6.
 - Steve Louisell will attend the International Conference on Critical Thinking in Berkley, California, July 19-25.
- **Grants**
 - The list of companies to be solicited for donations for the annual Cougar Connection was presented and accepted. A solicitation form will be

completed and a copy of the list of approved companies will be attached to the minutes.

Next Meeting – The next Cabinet meeting is scheduled for Tuesday, May 20 and will begin at 8 a.m. in **Room 4370**.