

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Notes of the Sept. 23, 2008 Cabinet
Planning Meeting
Date: September 23, 2008

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

Guest(s) Present: Lauren Beresford, Laura Cosby, and Amy Louallen

It was noted for the record that the main intent of today's meeting was to review the progress for each of the committees and to discuss the format for the presentations to the Board in October. The following committee reports were shared:

COMMITTEE PROGRESS REPORTS

Curriculum and Program Review Committee – Dennis and Bruce briefly prefaced their comments by noting that part of the community college act is the fiduciary responsibility the Board has for establishment of the College's academic programs. They then summarized their progress on the goals of the committee.

Human Resources – Sandy shared a draft report which will be shared with the Board in October. She summarized the purpose and goals of the Human Resources Committee and action toward those goals. It was noted that Amy will attend the October Board meeting and present on behalf of the Human Resources Committee.

Recruitment/Communications Committee – Jim highlighted some of the recent discussions held by the Recruitment/Communications Committee. It was agreed that part of his committee's report should also include a status on our branding initiative.

Retention Committee – Mike reported that several new subcommittees have been formed by the Retention Committee in order to address specific goals and he highlighted some of the discussions the committee has held regarding retention, including definition of retention and ways to improve student retention.

Research Committee – Steve shared an overview of the Research Committee's action towards its goals in identifying and providing the data needed by the other committees.

Each committee was asked to preface their introductory comments by summarizing the purpose/charge of their committee. It was also agreed that each committee should follow the same format as drafted by the Human Resources Committee for their reports to the Board.

OTHER

- Briefly outlined the topics for the September 26 college-wide meetings. These include: managing enrollment, class scheduling and cancellation process, a cares committee report, and wind energy.
- Louise will be attending an MCCBOA meeting this week.
- Mentioned changes in Canteen and on the increase in food prices.
- Reviewed a report on the cost of providing developmental education courses to recent high school graduates for the fall 2008 semester.
- Reviewed the passing/completion rates for the College's identified "core" courses.
- Received a draft of an innovative thinking proposal for scheduling management. This will be on the Cabinet's agenda for September 30.
- Reported that Amy Louallen is the new chair of the Institutional Diversity Council.
- Reported on minor organizational changes at the Arcadia Commons Campus and associated budget authority changes.
- The annual Counselor's Breakfast is scheduled for Friday, Sept. 26.
- The phone system upgrade is scheduled for this weekend.
- At the recommendation of the external auditors, it was reported that we will not be using any generic computer log in accounts.
- The student success center open house is scheduled for today and tomorrow.
- A summary of strengths by theme has been compiled – so far, 90 employees are included.

Contracts with Outside Agencies

- Reviewed a draft of the issues related to contracts with outside agencies for instructional courses. It was recommended that the College discontinue contracts with a couple of agencies for several courses that are outside of the College's control. If this recommendation is endorsed, students could still receive credit for prior learning in these areas.
- It was agreed that the guidelines for entering into contracts for instructional services with outside agencies needs to be established and that a final recommendation will be shared with the Cabinet at a later date.

Travel – the following travel items were reported for the record:

- Natalie Patchell and some PTK students will attend the PTK Mini-Honors program at Northwestern Michigan College, Oct. 17-19.
- Dick Shilts will attend the annual fall Men's Basketball Coaches clinic in Lansing, Sept. 28 as well as the Athletic Director's meeting at Oakland Community College, September 29-30.

- Ron Welch and Terry Gillette will attend the Michigan Basketball Coaching clinic in Lansing, Oct. 3-4; and women's volunteer coach, Maureen Brown, and men's assistant coach, Adam Kerfoot, will attend the clinic on Oct. 4.

Next Meeting

The next regular Cabinet meeting is scheduled for Tuesday, September 30 at 8 a.m. and will be held in the Board Room.