

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of September 30, 2008 Cabinet Meeting
Date: October 2, 2008

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

Guests Present: Cindy Buckley and Lesa Strausbaugh

Innovative Thinking Grants

- **Hospitality and Animal Tech Academy Programs** – Cindy Buckley and Lesa Strausbaugh presented proposals for 2 new academies, both have been developed based local industry and market needs, the curriculum has been geared to national certifications standards, and success will be evaluated following each academy.
 - **The Hospitality** program initially proposes to hold two hospitality academies a year, up to 20 students each.
 - **The Animal Tech** program will be offered in partnership with Western Michigan University with the lab to be held at WMU and the regular classes at the M-TEC. Graduates of this program will be eligible to sit for a national certification test upon completion of 90 days of employment in the field. Maximum enrollment per animal tech academy is 15.

TBO Discussion

- a. The following personnel items were reported:
 - Joyce Tamer and Karen Steeno Van Stavern began this week as career advisors in the SSC.
- b. Reality Checks:
 - Reported on an on-going challenge with cancellation of a student's classes when financial is in place or is coming through soon. Discussed how we can avoid future issues and improve the process. It was reiterated that tuition payment delays should be posted to a student's account to avoid cancelling of classes by mistake. Louise and Mike will work out any additional challenges.
- c. Kudos! were given to:
 - The I.T. staff for their work with the phone system upgrade.
 - All of the folks involved in improving the check distribution/address validation process and the interdepartmental cooperation received by everyone in financial services, financial aid, registration, and security.

- Everyone who presented at last week's college-wide meetings.
- Sandi Lewis and State Rep. Robert Jones for working so hard to get our capital outlay request through.
- d. Other TBO Items – Reported on next week's strengths training workshops scheduled for all employees. Discussed upcoming workshops for the faculty and the possible need to get more faculty members trained.

Approval of Minutes

The minutes of the September 23, 2008 meeting were approved as amended.

Other

- Mentioned proposed legislation which could impact our property tax revenues.
- Reported on a student complaint regarding access to and navigating www.kvcc.edu
- NACUBO is hosting a webinar on preventing campus on violence, October 15. Some of our security folks as well as our Crisis Management Team may want to attend.
- Reminded the Cabinet that Lipman Hearne will be on campus October 13 as well as October 20-21.
- ABC news will be broadcasting live from Kalamazoo next week – they may need to use a room at the Center for New Media to conduct interviews.
- The Upton and Cooney debate, hosted by the Gazette, is scheduled for October 13 and will be held at the M-TEC.
- Reported that KVCC has been approved for its capital outlay from the State – this will be on the October Board agenda to in order to move the projects forward. Also on the October Board agenda will be action items regarding the approval of the non-credit tuition/fees for the two new academies.
- It was suggested that each of the Cabinet members review the facilities master plan.

Other Discussion Items

- ITG Proposals
 - Steve Cannell reviewed an innovative thinking grant request to develop a more integrated approach to the **course scheduling process**. It was **MOVED, SECONDED** and **CARRIED** to authorize the first year of the schedule management ITG as revised.
 - It was **MOVED, SECONDED** and **CARRIED** to approve the Animal Tech Academy in the amount of \$40,620 for two academies to be offered through June 30, 2009.
 - It was **MOVED, SECONDED** and **CARRIED** to approve the Hospitality Academy in the amount of \$30,761 for two academies to be offered through June 30, 2009.
 - Reported that at the October 14 Cabinet meeting, an overview of the Gateway Project will be presented.

- **Contracts with Outside Agencies**
 - It was **MOVED** and **SECONDED** to accept the recommendation dated September 30, 2008 regarding contracts with outside agencies. After a discussion, the motion **CARRIED**. A copy of the recommendation as approved will be attached to the official minutes of the meeting.
- **Class Offering and Cancellation Guidelines/Credit Courses**
 - A draft of the proposed changes to the class cancellation guidelines was distributed – it will be discussed in more detail at the next Cabinet meeting.
- **Travel – the following travel items were reported for the record:**
 - Gordon Bielby, Jack Bley, Darrell Davies, Verne Mills and Cynthia Schauer will attend the Michigan Community College Biologists Fall Conference in Muskegon, October 25.
 - Jeff Shouldice will attend a Team Building seminar in Jackson, December 12.
 - Harland Fish, Gail Fredericks, and Marylan Hightree will attend the ETOM conference in Southfield, October 10.
 - Jim Taylor will attend the Int'l Society for Simulation in Healthcare in Orlando, January 10-14, 2009.
 - Kandiah Balachandran will attend the Society of Exploration Geophysicists annual meeting in Las Vegas, November 9-13.
 - Doug Martin, Jim Taylor, Larry Taylor, Mike Tyson and Bill Wangler will attend the Trends Conference in Grand Rapids, October 2-3.
 - Jim Taylor will attend the MODAC meeting in Grand Rapids, October 1.
 - Blake Glass attend the Club Industry Convention in Chicago on either the 16th or 17th of October.
 - Steve Doherty will attend the CASE Annual Conference in Chicago scheduled for December 14-16.
 - Matt Dennis will attend the MACRAO Annual Conference in Dearborn, November 12-14.
 - Nancy Taylor will attend the Human Performance Improvement in the Workplace Training session in Chicago, December 8-9.
 - Louise Anderson, Muriel Hice and Gena Mead will attend a MCCBOA meeting in Benton Harbor, November 6.
 - Louise Anderson will attend the MCCA meeting at Kirtland Community College, October 3-4.
- **Grants**
 - No grant requests brought forward.

Next Meeting – The next Cabinet meeting is scheduled for Tuesday, October 7 and will begin at 8 a.m.