

**CABINET
MINUTES**

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Notes of the October 28, 2008 Cabinet Planning Meeting
Date: September 23, 2008

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

Members Absent: Bertch and Hutchins

Guests Present: David Hutton and Bill Willging

Review of Revised Presentation for ExpressWays

Dave and Bill presented the pros and cons of the two student populations to be targeted for admittance to the ExpressWays program. It was agreed that the pilot program will initially target existing KVCC students, (currently enrolled, admitted or recently enrolled), who have a “sincere desire to try it again,” and may have dropped out of high school and/or may lack the college-readiness skills to succeed.

Evaluation of Presentations to the Board and Updated Committee Reports

Updated committee reports for the Human Resources Committee, the Recruitment and Communications Committee, Research Committee, and the Retention Committee were distributed.

Proposed Development of Planning Website

It was agreed that the Human Resources office will take the lead on developing a planning website and will begin to post committee minutes, committee goals, etc.

Discussion on the Establishment of Quarterly Meetings with All Committee and Sub-Committee Members

The Cabinet briefly discussed the schedule for the Cabinet planning meetings and presentations to the Board. It was agreed that all of the committee and subcommittee members would meet on Tuesday, November 18 and that the future Cabinet planning meetings be held the Tuesday before the Board Planning meetings.

Follow Up Discussion on KAFI Website

There was nothing new to report at this time for the KAFI website, pending more information from the Branding study. The Cabinet briefly discussed the need to have a

consistent image when KVCC programs are being advertised or promoted, and events are being hosted.

Review of Community College Benchmark Data

Steve highlighted some of the data from this year's Community College Benchmark report.

Finalize List of Attendees for the Redesign Alliance

It was **MOVED**, **SECONDED** and **CARRIED** to accept the proposal to send nine people to the Redesign Alliance conference in Orlando, March 22, 24, 2009. The list of attendees include: Dennis Bertch, Jackie Cantrell, Laura Cosby, Bill deDie, Terry Hutchins, Brian Olson, Mark Sigfrids, Cindy Wilson, and someone from I.T.

Other

- Discussed posting our strengths on our office doors, desks, etc. The Cabinet members were asked to work with Candy to select a template/format for displaying their individual strengths.
- Reported that the Portage City Manager will be meeting with folks at KVCC to see how we are using the Gallup Strengths program.
- Briefly discussed the financial situation and its impact on KVCC. The Cabinet agreed that it is too soon to begin identifying and posting faculty positions for fall 2009.
- Reported that State Senator Michelle McManus will be on campus this Thursday to talk about capital outlay and to tour our campus.

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

- Joy Arra, Bob Bechtel, Roger Miller and Sue Newington will attend a financial aid workshop for high school counselors at Kalamazoo College, November 14.
- Joy Arra, Bob Bechtel and Sue Newington will attend the National Assoc. of Financial Aid Administrators workshop being held at the Groves Campus, November 18.
- Susan Hollar will attend the 2009 Teachers Teaching with Technology Conference, February 27 to March 1 in Seattle, Washington.
- Helen Palleschi will attend a workshop on “caring for patients from diverse cultures,” October 28 in Kalamazoo.
- Gloria Barton-Beery, Victoria Hileski, Renee Mielke, and Theresa Shane will attend a workshop on “preparing for the certified nurse educator exam,” November 1 in Okemos, Michigan.
- Kathy Johnson and Rob Kilkuskie attended the SBS conference in King of Prussia, Pennsylvania and they met with representatives from a large pharmaceutical company in New Jersey, October 21-23.
- Kathy Johnson and Rob Kilkuskie visited Wayne State University October 24 and they will be attending the Michigan Bio Expo in Novi, Michigan, November 1.

Grants

- o Accepted the list of companies to be solicited for the 2009 KAFI event. A copy of the approved list will be attached to official minutes of the meeting.

Approval of Minutes

The minutes of the October 21 Cabinet meeting were approved as presented.

Next Meeting

The next regular Cabinet meeting is scheduled for Tuesday, November 4 at 8 a.m. and will be held in the Board Room.