

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of March 24, 2009 Cabinet Meeting
Date: March 24, 2009

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

Guests Present: Cindy Buckley and Hector Orlandi

Auto Academy

Hector presented the rationale for overhauling the Automotive Academy in terms of course sequencing, more efficient use of the lab space, location of lab, use of equipment, and testing in order to better align the training with industry standards. Cindy reviewed the budget for the auto academy for 2009-2010 and the rationale for recommending increasing the academy fee to \$9,500. More information regarding the cost of additional equipment will be brought back to the Cabinet.

TBO Discussion

- a. Personnel Items – reported that Jesse Ebba Spyke has been hired as a part-time success advocate for the SSC.
- b. Reality Checks
 - o Mentioned concerns regarding faculty, employees and students bringing children to campus and leaving them unattended or bringing them into the classroom. Briefly discussed liability issues and what guidelines should be in place. Sandy, Mike and Louise will follow up and bring back specific recommendations.
 - o Mentioned new fees being charged by the Post Office for undeliverable, pre-sort, bulk mail and the potential increased costs to the College.
- c. Kudos! were given to:
 - o Mark Sloan for his work on the emergency paging system.
- d. Other TBO Items:
 - o **Engaging Everyone** – Kudos were given to the Cabinet members in how they are engaging strengths in their units. It was suggested that the Cabinet may want to get a better understanding of how the various strengths interact.
 - o **Brutal Facts** – Marilyn shared some of the key challenges/concepts that the Cabinet had identified two years ago and what we have accomplished.
 - o **Planning for FY 2010** – A flowchart of planning, board goals, and dashboard was

- distributed and reviewed. The challenges with the budget were discussed, and an article from the Chronicle was distributed regarding a survival guide for colleges. This article will be discussed in more detail by the Cabinet and by the Leadership Team next week. Everyone was reminded that we need to have our “Hedgehog” in front of us when we make the hard decisions.
- e. Book Discussion – Terry led the discussion on chapter seven of “Good to Great.”

Approval of Minutes

The minutes of the March 17, 2009 meeting were approved as presented.

Other

- Noted that there have been some improvements to the Institutional Research web site and retention data is now available.
- Tickets for the May 20 Opportunities for Education are now on sale. Howard Dean is the keynote speaker.
- The “Hateful Things” exhibit is on display all week.
- Changes to the employee handbook regarding employee conduct and standards of behavior were distributed – the updated policies will be e-mailed to the college community and added to the on-line employee handbook.
- KVCC is now part of the Michigan Transfer Network.
- Terry reminded everyone that a web broadcast is scheduled for tomorrow regarding the use of scorecards and dashboards.
- *Information Builders* will be developing our dashboard. They will need our help identifying what we want to measure and have included on our dashboard and scorecards.

Other Discussion Items

- **Travel – the following items were reported for the record:**
 - Jack Bley, Verne Mills and Cynthia Schauer attended the MCCB Conference at Lake Michigan College, March 20-21.
 - Eric Schreur and Kelley Dickenson will attend the Digistar 4 real-time training session in Salt Lake City, Utah, June 22-26.
 - Sandy Bohnet and Cheryl Grinnell will attend the 8th Annual Advantage Benefits Group Healthcare Seminar on April 15.
- **Grants**
 - Jim reported that the M-TEC submitted a couple of grant requests to the *No Worker Left Behind* program. He is hoping some dollars can be granted for the wind tech and animal tech programs.

Next Meeting – The next regular Cabinet meeting is scheduled for Tuesday, April 7 and will begin at 8 a.m. in the Board Room.