

**CABINET
MINUTES**

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of April 7, 2009 Cabinet Meeting
Date: April 9, 2009

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

Guests Present: Cindy Buckley, Howard Carpenter and Deb Dawson

Innovative Thinking Grants

- Automotive Academy – Cindy presented the updated budget for 2009-10 for the auto academy. It was MOVED, SECONDED and CARRIED to accept the budget for the automotive academy for FY 2009-10. It was also agreed that there may be a desk in storage that could be used for the academy.
- Wind Turbine Design/Manufacturing – Howard Carpenter and Deb Dawson presented a proposal for the development of an eight credit-hour course on the design and manufacture of 1-3 kilowatt wind turbines. They anticipate 40 students would be enrolled in the course each semester beginning in the fall 2009. There were several questions regarding the budget. Howard and Deb will come back with a revised budget.

TBO Discussion

- a. Personnel Items – no new items to report.
- b. Reality Checks
 - Reported that there was a “little blip” in our on-line registration yesterday.
 - Dispelled the rumors surrounding the reasons for implementing additional security initiatives. It was reiterated that the additional cameras on campus and other security measures are being taken for the safety and security of our environment and are some of the recommendations from the recent security audits.
- c. Kudos! were given to the following people:
 - the Diversity Committee for their work in planning and hosting the Diversity Conference as well as to the following additional individuals who helped with the “Hateful Things” exhibit: Carolyn Alford, Ruth Baker, Ezra Bell, Lois Brinson-Ropes, Ron Cleveland, Laurie Dykstra, Melissa Farris, Mike Gard, Sue Hills, Paula Metzner, Karen Maas, Kate Mahoney, Colleen Olson, Pat Pojeta, Jaime Robins, Robyn Robinson, Pam Siegfried, Bob Stokes, Amy Triemstra and Jane Westra
 - Kathleen Cook, Lois Brinson-Ropes, and Karen Phelps for the Employment Expo.

- Rick Kraas and Dawn Panteleo and the AITP student team for the success at the AITP conference – KVCC was the only two-year college in the finals for one of the events.
- d. Other TBO Items:
 - **Other TBO** – Sandy shared a proposal for faculty development to further infuse the strengths-based theory into classroom practice.
 - **Engaging Everyone** – Several Cabinet members shared how they have used their understanding of an individual’s strengths in terms of assigning tasks and Steve mentioned that his team is reading and discussing the book “Put Your Strengths to Work.”
 - **Brutal Facts** – Mentioned the need to provide greater sharing of compliments and kudos with each other and with our employees.
- e. Book Discussion – Mike led the discussion on chapter eight of “Good to Great.”

Approval of Minutes

The minutes of the March 17 and 24, 2009 meetings were approved as presented.

Other

- Mike shared some of the initial architectural planning for the construction project on the Texas Township Campus – this will be shared with the Board at the April Board meeting.
- Laura mentioned that she is seeking donations of clothing that would be suitable for student job interviews for the “impression management” event scheduled for April 23.
- Discussed the pros and cons of adding a section for veterans on our application for admissions in order to help us be more proactive in reaching out to specific student populations. This discussion will be continued next week.
- The initial meeting with Information Builders was held yesterday to begin the next phase of our business intelligence project.
- Mentioned an upcoming Webinar on using Twitter and Facebook and other networking sites that we might be interested in viewing. Because the Webinar is targeting how these sites can be used for auxiliary services functions, Louise is considering having her staff participate.
- Louise reminded everyone that she needs to be kept informed when someone has an individual working in their office for externship experience because of liability and contract issues.
- Louise shared a list of capital items that could be ordered and received by the College by June 30. The Cabinet members were asked to review the list and let her know by April 9 which items could be ordered and received by June 30.
- The recommendations of the Retention Committee regarding ACT and Compass testing as well as new student orientation were briefly reviewed. It was noted that the recommendations will be shared with the Board next week.

Other Discussion Items

- **First Reading of Proposed Revision to CMOP 3080**
 - Discussion postponed – waiting on recommendation from legal counsel for review.
- **Travel – the following items were reported for the record:**
 - Nancy Taylor will attend “*Analyzing Human Performance*” workshop, June 21-24 in Chicago.
 - Debbie Dawson and Rick Garthe will attend the Green Job conference, May 11, in Lansing.
 - Denise Lindsley will attend the 8th Annual Compass Conference, April 15-17, in Oak Brook, Illinois.
- **Grants**
 - Authorized a list of companies to be solicited for donations, gifts-in-kind for the fall 2009 Cougar Connection.

Next Meeting – The next regular Cabinet meeting is scheduled for Tuesday, April 21 and will begin at 8 a.m. in the Board Room.