

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of November 10, 2009 Cabinet Meeting  
**Date:** November 10, 2009

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

**Members Absent:** Johnson

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### TBO Discussion

- a. Personnel Items:
  - Reported that Renee Mielke has submitted her resignation effective the end of the academic year.
  - An employee posting is now open for part-time security positions.
- b. Reality Checks:
  - No new items to report.
- c. Kudos! were given to the following:
  - To everyone at KVCC and especially the facilities folks for the maintenance of our buildings.
  - To everyone involved in the development and roll out of the new brand – many positive comments have been received.
- d. Strengths Discussion:
  - Brutal Facts – no new items.
  - Engaging our strengths – briefly talked about the recent office moves and how different strengths of the staff came to the forefront.
  - Book Discussion – the book has been ordered.

### Approval of Minutes

The minutes of the November 3, 2009 meeting were approved as presented.

### Other

- Kathy Johnson and Russ Panico were authorized as budget supervisors for their respective areas.
- Reported that the budget for student internships has been depleted.
- The progress chart on developmental course enrollment, completion and passing rates was distributed and reviewed. This chart will be posted on the wall. It was agreed that a target needs to be set to improve the success/mastery rates for developmental math, reading and writing. This will be a topic of discussion for the next Cabinet planning meeting.
- A workshop on “Becoming a Fierce Leader” will be offered on Nov. 19 for administrators and supervisors.
- Suggested that summaries of the Innovative Thinking Grants that have been awarded should be put on VIP.

- Heard an update on State funding –revenues are down significantly.
- Reported that the Arcadia Commons West committee will be presenting to the County Board of Commissioners on Wednesday, Nov. 11.
- Briefly reviewed the agenda for tonight’s Board meeting.

#### **Other Discussion Items**

- **Final Review of Student Handbook**
  - Reported that the changes have been incorporated and a revised student handbook will be published.
- **Michigan Promise Grant**
  - Mike Collins summarized the message that was sent to students, notifying them that we will not be awarding the Michigan Promise grant for winter 2010.
  - He also shared a brief synopsis of what other colleges around the State are doing in response to the loss of Promise dollars. Some colleges are paying the full amount of the grants, some half of the amount, and others are requiring students to pay the entire balance.
  - An internal committee charged with reviewing the impact of the Promise grant is recommending that our students be required pay back the award to the College and that we void all Michigan Promise Awards.
- **Student Success/Developmental Education Discussion**
  - Dennis distributed a summary of the discussion of the Retention & Curriculum sub-committee related to developmental education and student success. Concepts being discussed are: prerequisite enforcement, subject matter mastery before allowing students to move forward, mandatory course placement, putting students in ExpressWays or other non-credit programs, etc.
  - He reported that another college uses a component in Banner that prevents students from enrolling in college-level courses who do not have minimum ACT/Compass scores.
  - The committee’s goal is to have a process in place for the fall 2010 semester.
- **Budget Discussion/Enrollment Surge for Winter 2010**
  - Discussed budget implications for the winter enrollment surge and the possibility of opening up some “ghost” sections based on current revenue/expenditure projections.
  - Suggested that course scheduling at the ACC be carefully reviewed, especially in evenings in terms of greater efficiencies in room and building usage.
- **Travel – the following items were reported for the record:**
  - Maria Bucceli, Lois Brinson-Ropes and Amanda Matthews will attend an Accessible Learning Institute on Nov. 20 at Michigan State University.
  - Erick Martin will attend a welding exhibition in Chicago one day during the week of Nov. 15.
  - Debbie Dawson will attend the National Career Readiness Conference in Lansing, Nov. 16-17.
  - Lisa Gruber and Robyn Schieber will attend the Kalamazoo Conference for Women in Kalamazoo on Dec. 17.
- **Grants**
  - No grants presented for consideration.

**Next Meeting** – The next meeting is scheduled for November 24 at 8 a.m.