

## CABINET MINUTES

## Kalamazoo Valley Community College Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of April 6, 2010 Cabinet Meeting  
**Date:** April 6, 2010

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

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### TBO Discussion

- a. Personnel Items:
  - o Announced that Brian Corbett has resigned, effective March 31.
- b. Reality Checks:
  - o Mentioned that a number of courses for the summer semester are already full, including several developmental courses. This poses a challenge for new enrollees taking COMPASS tests and not finding open classes. It was agreed that additional sections will be scheduled.
  - o Reported that there was a challenge with our server on the first day of the registration for the summer semester which slowed down the process. Briefly discussed the feasibility of opening registration to students with the highest number of credit hours first. This will come back to the Cabinet for additional discussion at a planning meeting.
- c. Kudos! were given to the following:
  - o To Kathy Johnson on her efforts on the grant front.
  - o To everyone in facility services and financial services on the success and smoothness of the move to the new offices.
- d. Engaging Our Strengths
  - o Mentioned how some of our strengths complement others in terms of getting the job done and teamwork.
- e. Brutal Facts
  - o None mentioned.
- f. Book Discussion
  - o Steve Cannell led the discussion on the 6<sup>th</sup> Chapter in Outliers, The Story of Success.
  - o Chapter 7 discussion will be led by Mike Collins on April 13.

### Approval of Minutes

The Cabinet approved the minutes of the March 30, 2010 meeting as corrected.

### Other

- o The curriculum/program review report for academic services was distributed.
- o Dennis distributed several documents proposing goals and outcomes for 2010-2011 to help measure student success rates and efficiency of course scheduling/course capacity rates.
- o An agenda item for next week will be a discussion on retiree e-mail accounts.

- Reported that in order to officially establish a Public Safety Office at KVCC, the Board of Trustees needs to create a *Public Safety Advisory Committee*; a recommendation to establish the advisory committee will be on the April Board meeting agenda. The names of nine employees were suggested to serve on the committee and an invitation to join the committee will be sent to each of them by President Schlack after the Board authorizes the creation of the advisory committee.

#### **April Board Planning Meeting**

It was agreed that the following reports will be presented at the April 13 Board Planning meeting: Retention/Curriculum and Program Review sub-committee (Dennis and Bruce), Financial Forecasting & Analysis (Louise), and updates on the branding and construction projects (Mike).

#### **Summer Hours**

Continued the discussion on summer hours. Discussion will continue at next week's meeting.

#### **Computer Usage Violations – 2<sup>nd</sup> Reading**

The procedures are in the process of being revised and will be ready for next week's meeting.

#### **Review of Social Media Policies – 2<sup>nd</sup> Reading**

CMOP 5050, *Prescribed Use of Social Media*, was received for a 2<sup>nd</sup> reading and approved as presented.

#### **Travel – the following items were reported for the record:**

- Dennis Bertch and Jim Taylor will visit Washtenaw Community College on April 9 to learn about the college's SIM Lab and to discuss possible joint ventures.
- Larry Sandt will attend a training program on the Adobe Lightroom software in Chicago, April 10-11.

#### **Grants**

- Authorized the submission of a Perkins grant for faculty and curriculum development.

**Next Meeting** – The next meeting is scheduled for **April 13, 2010 at 8:00 a.m.**