

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 5, 2010 Cabinet Meeting
Date: October 5, 2010

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

Members Absent: Colby and Kocher

TBO Discussion

- a. Reported on the following *Personnel* items:
 - Heard a brief update on a couple of vacant positions.
- b. Reality Checks:
 - No new items reported.
- c. Kudos! were given to:
 - The staff members in facilities, A.V., and I.T. who helped with the arrangements for the congressional debate held on our campus in September.
 - The KVM staff and everyone involved in the setting up the RACE exhibit.
 - Kathy Campbell for her assistance in the development of a Request for Proposal for the storm water basin project.
- d. Strengths Discussion
 - Briefly discussed the upcoming “great managers” workshop.
- e. Book discussion:
 - Terry led the discussion of chapter three for “*The Unthinkable.*” Mike was asked to present chapter four at next week’s meeting.

Approval of Minutes

The Cabinet approved the minutes of the Sept. 28, 2010 meeting as distributed.

Other

- A revised draft of the proposed changes to the senior tuition waiver process was distributed – this will be on the agenda for consideration at next week’s meeting.
- Reminded everyone that appointments are now being taken for the fall wellness assessments.
- An innovative thinking grant regarding institutional advancement will be reviewed at next week’s Cabinet meeting. A copy the ITG will be sent to everyone this week to review ahead of time.
- Reported that repairs were made to our fiber network this past weekend.

- An overview of another community college's basic computer skills' requirements was shared – most students and staff are required to pass a basic computer skills' test. This will be on the agenda for discussion at next week's meeting.
- Mentioned that the M-TEC is training a group of Western students on Six Sigma and lean manufacturing technology.
- Briefly discussed some of the key components of a gubernatorial candidate's plans for Michigan and the possible impact on KVCC, higher education and southwest Michigan. Discussion will continue next week regarding what steps we need to be taking to help position KVCC for the future.

Internal Checklists/Key Performance Indicators

- A draft template for internal key performance indicators was distributed and reviewed. It was reported that data sets for some of the areas are already available.
- It was agreed that we will use the "satisfaction" survey results on our internal scorecard and that additional scorecards will be coming forward for review by the Cabinet.
- It was agreed that this topic will be on the agenda for review every other week.

Review of October Board Reports

- Briefly discussed the agenda for the October Board planning meeting. The retention report will be presented.

Travel – the following travel items were reported:

- Sandy Fletcher and Bonnie Pfingst will attend "Inlighten" training in Buffalo, NY, November 16-19.
- Meily Lightcap will attend the Banner Users' Group meeting in Lansing on October 22 – she will coordinate travel with the others who are also attending the meeting.

Grants

- Reported that Kathy Johnson, Jim DeHaven and Dennis Bertch will be driving to Lansing on Oct. 13 to participate in a discussion about a state-wide grant opportunity.
- Reported that we have been asked by the Michigan Dept. of Environmental Quality to submit a full grant proposal for the installation of storm water basin on the Texas Township Campus.

Next Meeting – The next meeting is scheduled for ***Tuesday, October 12*** and will begin at ***8 a.m.***