

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 12, 2010 Cabinet Meeting
Date: October 12, 2010

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

TBO Discussion

- a. Reported on the following *Personnel* items:
 - o No items reported.
- b. Reality Checks:
 - o Mentioned an error in a recent mass mailing – the problem has been corrected.
 - o Reported that there is not an issue with the “permit to enter” process if the process is followed correctly.
 - o Reported that the scholarship issue for a non-credit academy has been resolved.
- c. Kudos! were given to:
 - o Michael McCall and Larissa Hunt and everyone who helped out with college night.
 - o Brian Graening for his development of a new process for students lacking basic computer skills.
 - o Financial Aid and Financial Services staff in the processing of refund checks.
 - o The Branding Team for KVCC’s success and winning five Paragon awards at the recent NCMPR conference.
- d. Book discussion:
 - o Mike led the discussion of chapter four for “*The Unthinkable.*” Dennis was asked to present chapter five at next week’s meeting.

Approval of Minutes

The Cabinet approved the minutes of the October 5, 2010 meeting as distributed.

Other

- o Reported that an engineering group has been hired to conduct a traffic study for the College.
- o Reported that additional consultants are coming in to discuss new technology related to our Simplex system.
- o It was suggested that more crosswalks may be needed by the new additions.
- o Work will begin in the near future to install a number of faculty and employee replacement computers.
- o Heard a brief update on registration activity for winter 2011.
- o Reported that the audit is coming along nicely – will be ready for the Board in November.

Proposed Changes in Senior Tuition Waiver Process

Discussed and reviewed proposed changes in the senior tuition waiver program. It was MOVED, SECONDED and CARRIED to approve the changes to the senior tuition waiver program as amended. A recommendation will go to the Board in November regarding the changes.

Innovative Thinking Grant/Institutional Advancement

Mike briefly reviewed the proposal to fund an institutional advancement innovative thinking grant which proposes to enhance giving to our institution, including accessing more donors and alumni, and to help identify grant sources. It was MOVED, SECONDED and CARRIED to endorse the project for FY 2011.

Discussion on Basic Computer Skills

Discussed the possibility of requiring basic computer skills for all employees. Sandy agreed to look into this further and bring back recommendations.

Discussion on White House Agenda for Community Colleges

Kathy shared a brief overview of the key discussion items from last week's White House summit. She will send the web link to everyone to access for more detailed information.

Positioning KVCC for the Future

Briefly discussed what we need to do to position KVCC for the future and to focus on our mission and doing what we do best. Some areas of discussion included transfer, developmental education, the wind academy, our work with Arcadia Commons West and the culinary arts, the middle college concept, online programs, etc. Kathy will bring back next week a business model outline that we could review.

Travel – the following travel items were reported:

- A group of dental hygiene students will attend a dental hygiene conference on Nov. 13 in Ann Arbor.
- A group of Focus students will attend a presentation at Lake Michigan College on Oct. 19

Grants

- No grants reported.

Next Meeting – The next meeting is scheduled for ***Tuesday, October 19*** and will begin at ***8 a.m.***