

Kalamazoo VALLEY™

community college

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of October 19, 2010 Cabinet Meeting
Date: October 19, 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 Jesse (Ebba) Spyke has moved from part-time to full-time as a success advocate.
- b. Reality Checks:
 - o Mentioned an incident at the KVM this past weekend which has been resolved.
- c. Kudos! were given to:
 - o The facilities staff at the Arcadia Commons Campus for handling the issue at the KVM this past weekend.
 - o Kathy Johnson for her communication/networking skills at a recent statewide grant meeting.
- d. Book discussion:
 - o Dennis led the discussion of chapter five for "*The Unthinkable*." Louise was asked to present chapter six at next week's meeting.

Approval of Minutes

The Cabinet approved the minutes of the October 12, 2010 meeting as amended.

Other

- o The National Community College Benchmark Project aggregate data report for 2010 was distributed and reviewed.
- o Mentioned some of the possible changes to the Board Breakfast as to how employees will be recognized. The changes are being recommended by the Recognition Committee.
- o A draft a questionnaire of basic computer skills for people applying for jobs at KVCC was reviewed.
- o The *Great Managers* workshop is scheduled for next week. A follow up discussion regarding the workshop will be on the November 2 Cabinet agenda.
- o A report summarizing the success rates for online/hybrid courses in comparison to traditional courses was distributed and reviewed.
- o Authorized the marketing department to be assigned a student intern for the winter 2010 semester – funds are available in the internship budget.

- Reported that the fire marshal approved the remaining area of the faculty offices for occupancy. It is anticipated that approval for the new student success wing will be received by the end of the month.
- Discussed the benefits of last week's administrative meeting as well as ways to improve future meetings. It was agreed that the meeting was worthwhile but we need to take it to the next level and better tie-in the unit goals/priorities/accomplishments as they relate to the overall priorities of the Institution. This discussion will be continued at the next meeting.

Positioning KVCC for the Future/Review of Business Model

Kathy and Jim started the discussion on the development of a business model for KVCC. It was agreed that we will start addressing the questions posed and begin to define our elements of our "road map" to success.

Key Performance Indicators

Briefly reviewed a draft of the key performance indicators relating to employee wellness and strengths assessment to help us document how we are supporting our employees. Discussed the possible expansion of our key performance indicators to address the Board's policies. Everyone was asked to review the Board policies in more detail and begin to look at the interconnectedness with the development of our key performance indicators. Sandy will share more information at the November 2 meeting regarding the key performance indicators for the human resources area.

Travel – the following travel items were reported:

- Larry Belen will attend the MCOLES meeting in Lansing, November 3-4.
- Leonard Peck, Bob Stokes and Scott Williams will attend a seminar on turf management at Calvin College, October 12.
- Kathy Johnson will attend a Resource Development/Grant Development conference in Washington DC, Oct. 31 to Nov. 4.
- Louise Anderson will attend the MCCRMA meeting in Dearborn, November 2-3.

Grants

- Reported that we will be applying for a Michigan environmental quality grant for the installation of a storm water retention basin.
- Reported that the congressionally directed grant we applied for the wind technology program has not been approved.
- Discussion on the submission of a state-wide career training grant is continuing.

Next Meeting – The next meeting is scheduled for ***Tuesday, November 2*** and will begin at ***8 a.m.***