

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of August 1, 2006 Cabinet Meeting
Date: August 1, 2006

Members Present: Anderson, Bohnet, Collins, DeHaven, Hutchins, Kocher, Lay, Niewoonder, Schlack and Woods

Members Absent: Cannell

TBO Discussion

- a. Personnel Items –
 - Reported that several additional faculty members have been hired.
 - Still working on filling several other positions, including the deans' positions and the director of nursing position – profiles for the deans positions are in the pipeline.
- b. Report Card Committee –
 - The chairs of the Report Card Committee will be meeting to discuss next steps following the Board planning meeting.
 - The Customer Satisfaction Sub-committee has sent out an RFP – two proposals were received. Survey instruments will be developed by the end the summer.
 - The report card for all of the math courses for the past five years was distributed and reviewed. The results do not show much improvement over the years, but gives an overall perspective of the program and courses.
- c. Reality Check – No new items added.
- d. Kudos! – A couple of new kudos! were added to the list.
- e. Other TBO Items –
 - Performance Appraisals – this will be discussed at the upcoming planning meeting.

Approval of Minutes

The minutes of the July 25, 2006 meeting were approved as submitted.

Other

- Currently-enrolled as well as all of our former students had their student I.D. numbers converted to Valley numbers. Many students are already using their Valley numbers.
- Reported that we will be looking at how we notify students who have not paid for their classes by the deadline date. There are close to 6,000 registered but not paid this time around.
- Calls are being made to all of the Promise students who have indicated an interest in attending KVCC but have not registered for fall as yet.
- Distributed a draft of the proposed changes to class cancellation procedures – this will be on the agenda next week.

- Financial services staff is looking at making some minor budget changes to accommodate the change in the minimum wage law.
- Authorized Mary Fortney to be budget supervisor for museum-other programs account.
- Agreed to September 19 for the Cabinet Planning meeting.
 - Agenda items will include the following items which will be led by two Cabinet members: the planning process (Steve and Louise), diversity (Mike and Jim), retention (Marilyn and Bruce), performance appraisal process (Sandy and Terry), and learning outcomes (Bill and Nancy).
 - The co-chairs were asked to pull together a team charged with drafting a report and action plan which will be presented at the planning meeting.
 - Each team will share a progress update at the weekly Cabinet meetings.

Other Discussion Items

- a. **Review Third Draft of Changes to Accreditation/Audit Summaries and Findings**
 - Distributed the audit summary findings for a number of health career programs which will be incorporated into the overall document.
- b. **Review Draft of the Curriculum Review Process and Information**
 - Bill and Nancy suggested that the following academic programs be audited this year: CIS, machine tech, surgical tech, ceramics, and graphics design.
 - The review format/process has yet to be drafted and will come back to the Cabinet for review at a later date.
- c. **Review Innovative Thinking Projects and Annual Reports and Consideration of Funding for FY 2007**
 - Reported that the New School team is meeting later this week and a report will be shared at next week's meeting.
 - Additional information on elementary education will be shared next week.
- d. **Review First Reading of CMOP for Non-Supplanting**
 - It was MOVED and SECONDED to accept for a first reading, with the suggested changes, the proposed CMOP on non-supplanting. The motion CARRIED and a second reading will be presented next week.
- e. **Review Proposed FY 2007 Academic Calendar**
 - Reviewed the draft of the academic calendar for 2007-08.
 - It was MOVED, SECONDED and CARRIED to accept the calendar as presented.
- f. **Travel**
 - Travel approval guidelines were briefly reviewed again. It was reiterated that the travel guidelines are on located on the web as well as the "travel cheat sheet" and that Patricia does not send approval memos.
 - It was reported for the record that Mary Dey will attend the AAMA national convention in Milwaukee, Sept. 8-12, 2006.
- g. **Grants –**
 - Nancy reported that she is looking at applying for federal job training grants and will explore the possibility of contracting with a grant writer to provide assistance.

Next Meeting

The next regular meeting is scheduled for Tuesday, August 8, 2006 at 8:00 a.m.