

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of July 10, 2007 Cabinet Meeting
Date: July 10, 2007

Members Present: Anderson, Bertch, Bohnet, Cannell, DeHaven, Hutchins, Kocher, Niewoonder, Schlack and Woods

Members Absent: Collins

TBO Discussion

- a. Personnel items:
 - o Reported that progress is being made to fill the vacant nursing faculty positions.
- b. Reality Check:
 - o Mentioned the concern regarding adding too many sections for fall 2007.
- c. No Kudos! were shared.
- d. Other TBO Items – heard a brief update on the Gallup program designed specifically for students.

Approval of Minutes

The minutes of the July 3, 2007 meeting were approved as corrected.

Other

- Raised questions about an “archives policy” developed by the Library. The policy references three dimensional objects and that the museum would catalog and maintain the objects but it is not linked to any CMOPs nor has it come to the Cabinet for review and approval. Other questions raised a concern about student/faculty artwork that is donated to the College – who accepts the artwork for the college and is it a piece we want to keep? It was agreed that the “archives policy” needs to be reevaluated in terms of consistency with the CMOP on records management and Patricia will follow up on this.
- Reported that the auditors will be on-site starting the week of July 16.
- The draft of the changes to the Purchasing Manual was distributed. It will be discussed at next week’s Cabinet meeting along with the Vendors’ manual.
- Reported that a total of 5,566 seats were ‘filled’ for KAFI this year.
- Heard a brief overview of the agenda for tonight’s Board meeting, including the first reading of revisions to two Board policies – tuition and facilities.

- Agenda item for next week will be recommendations for assignments for the next year's planning themes.
- Briefly discussed the "No Worker Left Behind" initiative and the upcoming meeting on July 19 – several representatives from KVCC will be asked to attend.

Other Discussion Items

- **Travel Manual/Designated Travel Representatives Reimbursement Manual** –
 - Briefly reviewed the reimbursement rates for meals. **It was MOVED, SECONDED and CARRIED to use the IRS "high-low substantiation method" for reimbursing meals.**
 - The names of two individuals were suggested to serve as the third individual authorized to arrange travel for college employees. A final decision will be made next week.
- **Continue Review of Topics for Career Source** – Continued discussion on topics for the next issue of Career Source. In addition to last week's comments, the Cabinet noted the following:
 - Student success articles should focus on successful community college graduates, not necessarily just KVCC graduates/alumni
 - Other articles could focus students/clients who have had a successful KVCC experience.
 - The economic development article should speak to KVCC's role in our community.
 - The goal is to communicate to our community and to potential students (and their parents) what a treasure our community has with KVCC.
- **Honors Program Questions** – No update.
- **I.T. Queue** – reviewed the revised list of I.T. projects in the queue and agreed that the "99's" can be kept on the list.
- **Area Leaders Discussion** – Reviewed the draft of the list of area leaders for the Institution and made some changes in assignments.
- **Travel** – No travel items noted.
- **Grants** – No grants were presented.

Next Meeting - The next Cabinet meeting is scheduled for Tuesday, July 17, 2007 at 8:30 a.m. in the Board Room.