

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of March 31, 2009 Cabinet Meeting  
**Date:** March 31, 2009

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

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### TBO Discussion

- a. Personnel Items – No items reported.
- b. Reality Checks
  - o Suggested that we should consider scheduling large special events on Fridays or weekends to minimize the impact on parking at the Texas Township Campus.
- c. Kudos! were given to:
  - o All of the people involved in planning and coordinating the employment expo and diversity conference that were held last week.
  - o Mary Lawrence's husband, Bob, for helping out last week with "Hateful Things" exhibit.

### Other

- Reported that more than 2700 people attended last weekend's Fretboard Festival at the museum.
- Reminded everyone that Lauren Beresford is responsible for administering the budgets and contracts for festivals and camps – KAFI, Fretboard, the various summer camps, etc. The Cabinet members were also reminded that everyone hired to work with youth for our various summer camps needs to have a background check completed.
- Briefly discussed some of the challenges with planning for the FY 2010 budget and beyond. Part of the discussion included the possibility of evaluating contact hours vs. credit hours as a source of tuition revenue.
- A draft of changes to CMOP 3080, *Unauthorized Persons on Institutional Property*, was distributed as well as the proposed guidelines for the employee and student handbooks. It was noted that legal counsel needs to review the documents. The CMOP and guidelines will be on next week's agenda for a first reading.
- Discussed again the policy to remove posters and flyers from tack strips on a weekly basis. It was agreed that we can leave up posters and flyers for current college events.
- Terry shared a brief overview of some of the proposed changes to Banner that will impact our processes.

- Terry also reported that when Dell received the contract for computers in 2008, Dell donated a large number of printers to the College which he accepted. The Cabinet agreed that the printers would not be used for operations and may be used as door prizes for special student events such as Cougar Connection. The College's policy for accepting gifts/donations was reiterated and the guidelines need to be followed when accepting gifts.
- Announced that we are hosting a Veterans Resource Day today. A mobile museum is on display in the parking lot and veteran resources/information is being provided in the Commons.

### **Other Discussion Items**

- **Travel – the following items were reported for the record:**
  - Anora Ackerson, Kandiah Balachandran, Rick Bridges, Pat Conroy, Linda Dick, Kevin Dockerty, Michael Keller, Fran Kubicek, Mark Sigfrids, Theo Sypris, Steve Walman, and Jonnie Wilhite will attend the Midwest Institute seminar at Monroe Community College, April 3-4.
  - Lois Baldwin and Laura Cosby will attend the Michigan Ahead conference in Lansing on May 15.
- **Grants**
  - A request to solicit additional companies to help support KAFI was authorized.

**Next Meeting** – The next regular Cabinet meeting is scheduled for Tuesday, April 7 and will begin at 8 a.m. in the Board Room.