

**CABINET
MINUTES**

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of May 19, 2009 Cabinet Meeting
Date: May 20, 2009

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

Approval of Minutes

The minutes of the May 12, 2009 meeting were approved as corrected. The minutes of the May 5, 2009 minutes were approved as submitted.

Other

- A draft of the changes to the library fee schedule was distributed – it will be added to next week’s Cabinet agenda.
- The proposed budget changes to the International Education innovative thinking grant were distributed and will added to next week’s Cabinet agenda.
- Agreed to allow the payment of honorarium’s to part-time employees for specific special events when the activity is unrelated to their regular employment; however, the approval process for these types of honorarium’s needs to be reviewed – Laura will come back to the Cabinet with a recommendation.
- Authorized the hiring of 3 part-time student interns for this summer – funds are available and will be transferred to the appropriate budget.
- The SSC can make use of donations to help students struggling with various life resource issues, such as clothing, food, household items. Donations may be directed to Pam Siegfried in Room 1510.
- Our two wind turbine trainers are back from Germany.
- A recommendation to establish a process for tracking of KVCC equipment was distributed and will be presented for Cabinet approval at next week’s meeting.
- The list of members who will be serving on the new “Score Carding Committee” was distributed. Information on this new committee will be shared with the college community.
- The Bookstore will be piloting a textbook rental program beginning this fall with a book required for the BUS 105 courses.
- Louise shared a brief report from seminar she attended hosted by Plante & Moran on federal reporting changes.
- The final list of capital was for FY 2010 was distributed – the list will be on G-drive following Board approval at the June meeting.

- Four architectural bids have been received for the proposed expansion of the wind technology center.
- Heard an update on the state's budget and projections for our decreased funding from the state for FY 2010.
- Briefly discussed the theme of this year's KAFI Cartoon Challenge on innovative educational approaches for the 21st century learner. It was suggested that some of the innovative educational and technological examples provided to the Cartoon Challenge teams were in areas that KVCC could be (or should be) doing. This will be on the agenda for the next planning meeting of the Cabinet.

Other Discussion Items

- **Proposed Members of Financial Planning Task Force**
 - Agreed as amended the proposed rationale and questions for the establishment of the Financial Planning Task Force.
 - Agreed to a list of possible members of the financial task force. A memo inviting the individuals to join the task force will be sent out later this week.
 - An update regarding this task force will be shared with the Board in July.
- **First Reading of Proposed Revision to CMOP 3080** – Discussed and reviewed the changes as recommended by the college attorney. The Cabinet questioned whether more time should be allowed when children are in the cafeteria and shared a concern about liability issues as well as the duties of security when taking custody of an unsupervised child. This will be back on the agenda in two weeks after hearing back from the College attorney.
- **Second Reading for Proposed CMOP for Red Flag Rules** – Accepted for a second reading the proposed CMOP for red flag rules.
- **Schedule Date of Planning Meeting** – Agreed to meet on Tuesday, June 23 for the next Cabinet planning meeting in preparation for the Board's July planning meeting.
- **Travel – the following items were reported for the record:**
 - Mary Lawrence and David Reid attended the Michigan Law Enforcement grant application meeting in Lansing on May 15.
 - Muriel Hice and Kathy Campbell attended an ePurchasing demonstration in Lansing on May 13.
 - Sue Visser and Sue Nemedi attended an information session at Michigan Works! in Allegan on May 14.
 - Mary Lawrence and Cindy Buckley will attend the Michigan Jobs Training Program meeting at Lansing Community College on June 8.
 - Cindy Buckley, Tom Sutton, and Greg Meeuwssen will be visiting wind farms near Mackinaw City, May 19 and 20.
- **Grants**
 - No grants presented for approval.

Next Meeting – The next regular Cabinet meeting is scheduled for Tuesday, May 26.