

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of May 26, 2009 Cabinet Meeting
Date: May 26, 2009

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

Members Absent: Collins and Kocher

TBO Discussion

- a. Personnel Items
 - o Maria Buccilli is the new special services advocate and she will begin in June.
 - o Reported that Ryan Cummings has submitted his resignation.
- b. Reality Checks
 - o No new reality checks mentioned.
- c. Kudos! were given to the following people:
 - o Denise Baker and Steve Doherty for their work on and the success of the KVCC Foundation dinner.
- d. Other TBO / Brutal Facts – mentioned a need to take a look at the Foundation dinner in terms of dollars raised and selection of speakers.
- e. Book Discussion – Dennis led the discussion of part 1 of the book “Strengths Based Leadership.”

Approval of Minutes

The minutes of the May 19, 2009 meeting were approved as corrected.

Other

- It was agreed that honorariums need to be pre-approved and that Laura Cosby, Director of Student Success, would have the responsibility for approving honorariums.
- Briefly discussed employee donations to the KVCC Foundation for student scholarships. This will be discussed again at next week’s meeting.
- Reported that R.S.V.P.s are coming in for accepting the invitation to participate on the Financial Planning Task Force.
- Agreed to start the June 23 Cabinet planning meeting at 10:30 a.m. instead of 8 a.m.

Other Discussion Items

- **Recommendation on Collecting Student Data** – Terry reported that the process is being investigated. This will be back on the agenda in two weeks.
- **Recommendation on Changing Tuition Refund Deadlines** – Postponed until next week.
- **Recommendation on Changing Library Fees Schedule** – It was MOVED, SECONDED and CARRIED to accept the recommendation as presented.
- **Recommendation on Modifying Budget for International/Intercultural Education ITG** –It recommended that the budget for the International/Intercultural Education Center ITG be modified to increase the line item for student projects. It was noted that dollars would be transferred from one line item to another and that no new dollars are being allocated. It was MOVED, SECONDED and CARRIED to approve the budget changes as presented.
- **Review of Equipment Tracking Process** – The Cabinet discussed a recommendation to have Media Services maintain an A/V database and tracking system for portable equipment that is assigned to employees on a long-term basis. This will come back to the Cabinet at a later date for further discussion.
- **Travel – the following items were reported for the record:**
 - No travel items presented.
- **Grants**
 - No grant requests presented.

Next Meeting – The next regular Cabinet meeting is scheduled for Tuesday, June 2 and will begin at 8:00 a.m. in the Board Room.