

**CABINET
MINUTES**

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of July 14, 2009 Cabinet Meeting
Date: July 14, 2009

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

Members Absent: Anderson, Bohnet, and DeHaven

TBO Discussion

- a. Personnel Items
 - Reported that that Dan Maley has accepted the Director of Facilities position and will begin on August 3.
- b. Reality Checks
 - Mentioned that an employee lost a set of keys which reconfirmed the need to ensure we have an accurate list of key authorizations.

Approval of Minutes

The minutes of the June 30, 2009 meeting were approved as submitted.

Other

- Terry reported that we will begin requiring employees to use special characters as part of their passwords.
- Discussed the impact on college operations for the Banner 8 upgrade which is scheduled for December 28-30. This will be discussed in more detail at the July 28 Cabinet meeting.
- Reviewed the agenda for the July 21-22 Board planning meeting and reconfirmed travel arrangements to Traverse City.
- Mike distributed an innovative thinking proposal for the establishment of full-time ombudsman position – this will be discussed at the July 28 Cabinet meeting.

Other Discussion Items

- **Travel – the following items were reported for the record:**
 - Reported that three people have requested to attend the League for Innovation Conference scheduled for October 2009 in Detroit – it was agreed that only one individual will be authorized to attend and Bruce will bring back the name of the individual who will attend.

- Jim Taylor will attend the MODAC meeting in Alpena August 6-7.
- Jim Taylor will attend the National Career Pathways Conference in Atlanta, September 30-October 3. His participation at the conference is being funded by K/RESA.

Next Meeting – The Cabinet’s next regular meeting is scheduled for Tuesday, July 28 and will begin at 8 a.m.