

## CABINET MINUTES

## Kalamazoo Valley Community College Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of February 23, 2010 Cabinet Meeting  
**Date:** February 23, 2010

---

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

**Absent:** Kocher

---

### TBO Discussion

- a. Personnel Items:
  - Reported that Fred Toxopeus has submitted his retirement notice, effective August.
  - Heard brief updates on a couple employee and family related-health issues.
- b. Reality Checks:
  - The challenges of text messages not being relayed by cell phone providers.
- c. Kudos! were given to the following:
  - The techs in the computer lab for their assistance to students.
- d. Strengths Discussion – Postponed.
- e. Brutal Facts – Nothing mentioned.
- f. Book Discussion – Postponed until the March 9 meeting.

### Approval of Minutes

The Cabinet approved the minutes of the February 16, 2010 meeting as presented.

### Other

- Heard an update from last week's community college president's meeting at MCCA. Much of the discussion centered on the State's budget, the retirement incentive proposals, potential cuts to community colleges, and health care/insurance issues.

### Other Discussion Items

- **Review of Social Media Policies**
  - The Cabinet continued to review and discuss the proposed policies for use of social media sites.
  - Discussion also included not only the need to keep our social media sites current and accurate, but our web pages need the same oversight. The possibility of appointing a "czar" to be responsible for the oversight of the sites was discussed.
  - Terry will come back with information regarding the types and cost of software that can help with monitoring web pages and social media sites.
  - Patricia will draft a CMOP and have it ready for a first reading on March 9.

- **Discussion on Ordering of Letterhead and Business Cards**
  - Agreed to the following guidelines for business cards:
    - everyone who currently has a supply of business cards should continue to use their stock on hand – replacement cards, if needed, will not be ordered until the supply is depleted.
    - business cards will be ordered for identified new employees who do not currently have cards.
    - the respective Cabinet member will need to provide approval before new and/or replacement business cards can be ordered.
  - Agreed that letterhead and business-size envelopes can be ordered with the new brand.
  - Discussed the overabundance of some supply items in central stores and the need to do a better job of stocking appropriate quantities.
- **Travel**
  - The Cabinet discussed the need to continue monitoring travel expenditures, to limit out-of-state travel, and reiterated the policy that travel requests will continue to come to the Cabinet for review.
- **Grants**
  - Reported that discussions have begun with the Kalamazoo Community Foundation to obtain seed money for the ExpressWays program.
  - Heard an update on the prospects for additional federal dollars for the wind energy center.

**Next Meeting** – The next meeting is scheduled for Tuesday, March 9, 2010.