

## CABINET MINUTES

Kalamazoo Valley Community College

# Office of President

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of July 27, 2010 Cabinet Meeting  
**Date:** July 27, 2010

---

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

**Members Absent:** Cannell

---

### TBO Discussion

- a. Reported on the following **Personnel** items:
  - o Reported that Bill Todd has retired effective Aug. 1, that the two job-share positions in Printing have been filled by Bobby Cash and Bonnie Pfingst, and that we are moving forward on several vacant positions.
- b. Reality Checks:
  - o No new items reported.
- c. Kudos! were given to –
  - o All of the Cabinet members who attended and presented at last week's planning meeting.
  - o Ted Forester for his help with the electronics recycling day.
  - o Kathy Campbell for her extra efforts with the recent spate of RFPs and purchase orders.
- d. Strengths Discussion
  - o Marilyn Schlack distributed a strengths/recognition form and asked that everyone share the completed form with her during a standing meeting in the near future.
- e. Book Discussion
  - o No decision has been made yet on which book to read next.

### Approval of Minutes

The Cabinet approved the minutes of the July 20, 2010 meeting as presented.

### Other

- o Kathy Johnson reported she gathered a lot of good information at the data and grants' development conference she attended last week.
- o Discussed possible changes to travel manual regarding international travel to allow use of frequent flyer miles or other ways to upgrade seat assignments. Agreed we can move forward on this and deal with each trip as needed.
- o Agreed that the Public Safety Office will be responsible for dealing with solicitors on campus. Ken Colby will draft procedures/guidelines for solicitation on campus and share them with the Cabinet at a later date.
- o Authorized Rick Ives to have budget authority for Public Safety.

**Review of Changes to Purchasing Manual**

Revisions to the Purchasing manual were discussed and approved. A revised manual will be shared with the Cabinet and then posted on line.

**Internship Allocation Fund for FY 2011**

Agreed that two interns (one each for the fall and winter semesters) will be allocated for FY 2011 to the Center for New Media, to HVAC, to I.T. for network services, and to the Student Success Center. Remaining funds in the budget will be held until summer 2011 for other internships.

**Disposal Policy Review**

Discussed the challenges with disposal of college property/equipment – too many obsolete items and materials remain in storage and are not being disposed of according the disposal schedule and/or are not following written guidelines. Discussed whether or not the disposal process could be streamlined.

Each vice president was asked to inventory their items in storage and follow up with a plan to properly dispose of obsolete equipment/files in a timely fashion. Discussion on this will continue at the next Cabinet meeting.

**Hazardous Waste Audit**

Ken Colby reported on the results of the chemical/hazardous waste audit that was recently conducted. He reminded everyone that MSDS sheets need to be completed whenever the College receives hazardous materials and they need to be disposed of following proper procedures.

**Travel**

- No travel items presented.

**Grants**

- No grant items reported.

**Next Meeting** – No Cabinet meetings are scheduled for the next couple of weeks.