To: Cabinet, Archives  
From: Patricia Niewoonder  
Subject: Minutes of September 25 2007 Cabinet Meeting  
Date: September 26, 2007

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

**TBO Discussion**

a. Personnel items:
   1. Authorized the filling of two vacant part-time positions – both are in the budget.
   2. One new reality-check item was noted.
   3. Several Kudos! were shared.
   4. Other TBO Items – none.

**Approval of Minutes**

The minutes of the September 18, 2007 meeting were approved as submitted.

**Other**

- Reminded everyone that the external auditors are on campus, including folks from the Grand Rapids office who are doing a special audit for the Board.
- Noted that a couple of events are happening at the ACC and TTC this week – a forum for transfer students, the CNM portfolio day, and the SSC open house.
- Reported that I.T. folks are continuing to work on the firewall challenge.
- The proposals for the facilities master plan are due this week.
- Reported on the ongoing challenge with the ceiling leaks in the Commons – repairs to correct the problem will begin soon.
- Shared an article about LMC’s local employer survey and on its millage efforts.
- Continued the discussion on the State’s budget challenges and the impact on the college’s budget. There is no guarantee that we will get our delayed August payment from the State.
- Noted for the record that the President will be paying for today’s Cabinet luncheon meeting regarding TBO.

**Other Discussion Items**

- Board Themes for 2007-2009 / Cabinet Assignments
Received a draft of possible next steps to address the Board themes. The next steps were accepted as presented.

Assignments were made and folks were asked to present updates to the Cabinet on a weekly basis. First draft of time-lines are to be shared at next week’s Cabinet meeting.

Agreed that at the October Board Planning meeting, the following two reports will be shared with the Board: 1) assessment and 2) security.

- **Travel:**
  - Several travel items came forward for information. All were put on hold pending further discussion by the Cabinet. Louise agreed to prepare for next week’s meeting a draft plan and an analysis of the travel budget.

- **Grants:**
  - No grants presented.

**Next Meeting** - The next Cabinet meeting is scheduled for Tuesday, October 2, 2007 at 8:30 a.m. in the Board Room.