

WESTERN MICHIGAN UNIVERSITY



Office of the Provost and Vice President for Academic Affairs

February 16, 2014

TO: Academic Forum

FROM: Provost Tim Greene

RE: Retreats

A handwritten signature in blue ink, appearing to read 'T. Greene', is written over the 'FROM' line of the email header.

Occasionally you may determine there is legitimate business need for a working retreat. In these cases, please make every effort to schedule the location on WMU property. When you may need secluded space, we have many facility options available – the Fetzer Center, the Bernhard Center, the Oaklands – as well as the College of Engineering and Applied Sciences and the College of Aviation campuses and the Extended University Programs site in Battle Creek. In other cases using the space in another college is sufficient distance for an effective retreat. When the cost of such events exceeds \$500, including the cost of presenters, an event authorization is to be processed and forwarded in advance to the Office of Academic Affairs for review and approval by the vice provost for budget and personnel.

1903 W. Michigan Ave., Kalamazoo, MI 49008-5204

PHONE: (269) 387-2380 FAX: (269) 387-2377

WEBSITE: www.wmich.edu

CAMPUS SITE: 3000 Seibert Administration Building