

CABINET	<h1>Office of President</h1>
MINUTES	

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of February 1, 2005 Cabinet Meeting
Date: February 1, 2005

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

Approval of Minutes

The minutes of the January 18, 2005 meeting were approved as submitted.

Other

- Mentioned the new privacy law signed by the governor – the Cabinet members were asked to review the policy with their staff members.
- Heard a brief summary of how other community colleges in the state deal with royalties from intellectual property rights – Louise and Mike will meet to discuss options for KVCC.
- Received copies of the trends reports for the past two years (2002/03 and 2003/04) and a report of the scanning leaders evaluating past and current trends. The Cabinet was asked to review the trends documents carefully and to consider some of these trends for innovative thinking grants.
- Reported that the bids for the HTS are due the middle of February.
- Briefly mentioned the increase of fees for the police academy.
- Encouraged the Cabinet to complete the wellness survey so that the college can get an idea for budgeting purposes as to how many spouses may go through wellness assessment.
- Mentioned the planning for smoking cessation programs as part of the Institution's wellness efforts.
- Reported that the dedication of Anna Whitten Hall is scheduled for Tuesday, Feb. 8 at 4 p.m.
- Mentioned the murder of a faculty member at another community college on the weekend and the need to ensure safety on campus.
- Reported that the next college-wide meetings will be on Friday, Feb. 11 and one of the topics will be a review of the college's emergency planning procedures.
- The President distributed and briefly reviewed several articles, including a summary of the book "The Price of Government" and an abstract from the League for Innovation.
- One of the proposals for the RFID center at the M-TEC was cited as a good example to be used as the format for this year's innovative thinking grants. Marilyn and Patricia will draft a similar format for use by the Cabinet.
- Heard an update on the January 27 meetings in Lansing with area legislators to discuss the College's RFID proposal in cooperation with Kalamazoo Community Health department and funding for the HTS Center project.

Travel Requests

- Authorized Kathy Godin to attend the Challenger Learning Center meeting in Kansas, Feb. 8-9, 2005 – all expenses will be paid by Challenger
- Authorized Elspeth Inglis to attend the Midwest Museum Association meeting in Chicago, February 26
- Authorized Pete Patel to attend the national association of college stores annual meeting in New Orleans, Feb. 27 through March 3
- Authorized Louise Anderson to attend the MCCBOA and Risk Management meetings in Lansing, March 2-5, 2005 and Cheryl Grinnell to attend the Risk Management meeting on March 2
- Authorized Rick Garthe to attend two one-day training sessions in AutoCAD – the first session is in Lansing, Feb. 10 and the second in Palos Hills, Illinois, March 1, 2005 – both items are being paid by Perkins funds
- Authorized Kim Grubka and Wanda Scott to attend along with a group of dental hygiene students the Chicago Midwinter Dental meeting in Chicago, Feb. 25-26, 2005
- Authorized Gloria Larrieu, Denise Miller and Sara Rivara to attend the Feminist Conference at Purdue University, April 7-9, 2005 – they will be presenting a paper at the conference
- Authorized Dan Benard to attend the Michigan EMS seminar in Traverse City, March 10-13, 2005

Planning for NCA Self-Study

Heard brief updates on the progress being made toward the development of the self-study report.

Review Agenda for Feb. 7 meeting with K-12 Superintendents

Briefly discussed the plans for the meeting with the K-12 superintendents on Feb. 7 – the meeting will begin at 8:00 a.m. in Room 4380 with tours of the campus to follow the meeting. Several Cabinet members will be on hand to assist with the tours as needed.

Review Innovative Thinking Grant/New Part-time Faculty Orientation

Postponed for two weeks.

Budget Development for FY 2006

The Cabinet continued its review of the budget and manpower requests for FY 06. It was agreed that Marilyn and Louise will meet individually with the vice presidents to review their budgets and manpower requests rather than with the Cabinet as a whole.

Credit hour projections should be available for review by the Cabinet at the Feb. 8 meeting.

Review of Business Administration Program

Mentioned that there may be some discrepancies/challenges as to how the Board approved AA Business Administration program is being implemented; discussion was postponed until additional information is gathered.

Cost Containment Issues

It was reported that the scheduling project is continuing to move forward and that the ban on the hiring full-time employees who use tobacco products was implemented January 1. The Perkins budget for FY 05 will be discussed by the Cabinet at the February 15 Cabinet meeting.

Grants

- Authorized additional sponsorship requests to be submitted for KAFI 2005 per the list attached to the official minutes of the meeting.

Next Meeting

The next meeting is scheduled for Tuesday, February 8, 2005 at 8:00 a.m.