

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

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of March 8, 2005 Cabinet Meeting
Date: March 8, 2005

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

Approval of Minutes

The minutes of the February 22, 2005 meeting were approved as corrected.

Other

- Briefly reviewed the agenda for tonight's board meeting.
- Mentioned the need to include the name of the sponsoring department on flyers that promote various college activities.
- Reported that the Midwest Institute had received a grant from the U.S. Dept. of Education to study curriculum development regarding China
- Heard a report from the MCCBOA meeting and copies of the ACS report were distributed
- Received the final report for the compliance audit of CMOP 1100 -- all 31 programs audited were in compliance with the policy.
- Reported on the donations to the museum from the former Upjohn Company and other items from Pfizer for the college.
- Heard a brief update on grants received and various grant opportunities for KAFI, the HTS and the Institution.
- Briefly discussed the possible need for a link to "current activities" on the front page of the internet for easier accessibility.
- Received an article profiling Duke University's approach to managing health care costs.
- A question was raised about the location of student artwork that has been purchased by the college as well as some artwork housed at the museum – it was mentioned that the ad hoc Art Committee, established by the IEC needs to come back with a recommendation.
- Compliments were given to Amy Jeffery on the work she has done in safety services.

Travel Requests

- Authorized Denise Morrison to attend a Mainsaver software conference in San Antonio, Texas, April 6-8, 2005.
- Authorized Mike McCall to attend the American Association of College Registrars and Admissions Officers meeting in New York, March 28-31, 2005.
- Reported for information only that the staff development committee has approved Amy Jeffrey to attend the Michigan Safety Conference in Lansing, April 19-20, 2005.

- Authorized Lois Brinson to attend the MEATA conference in Frankenmuth, April 20-22, 2005.
- Authorized Terry Hutchins and Carol Heeter the IT Forum at WMU, March 25, 2005.
- Authorized Jackie Howlett and Ann Lindsay to attend the annual Voyager Users Group meeting in Chicago, April 28-30, 2005.
- Reported that Karrol McKay, Dan Mondoux, Sue Hills, Dick Roder will be attending Perkins in-service training in East Lansing, March 16, 2005.
- Authorized Nick Meier to attend the annual meeting of Criminal Justice Science in Chicago, March 16-19, 2005 – fast track approved have already been approved for this.
- Authorized Sheila Eisenhauer, Tim Kane, Darlene Kohrman, Sue Puckett and Lisa Winch to attend a workshop on mathematical education in Lansing, March 19, 2005.
- Authorized Rod Albrecht to attend the Michigan Respiratory Care conference in Grand Rapids, March 22-24, 2005.
- Authorized Dick Roder to attend the MODAC conference in Dearborn, March 31 to April 1 – his travel will be paid by Perkins funds.
- Authorized up to eight faculty members to attend this year's Midwest Institute meeting, April 8-9, 2005 – the meeting will be held in Oglesby, Illinois.

Planning Process

Reported that the planning team held its wrap-up session last week at the M-TEC – trends that have been identified and are in the process of being rated – the final report will be shared with the IEC and the Board. The team will meet again to review the last of the assessment reports.

Budget Development for FY 2006

Reviewed and discussed manpower requests for FY 2006 – a number of questions still exist and will come back for further discussion. Two of the requested faculty positions will be posted with the others put on hold until the questions are addressed. The revised capital equipment list was distributed and reviewed. The list included the items that will go to the Board for approval at tonight's meeting. Agreed to begin discussing next week the recommended equipment designated in student technology funds. If the numbers for SEV and capital equipment can be finalized in a timely manner, the budget could be presented to the Board for adoption in May.

Review Innovative Thinking Grant – Center for Health Careers

Reported that the proposal for a Center for Health Careers was pulled from innovative thinking and will be incorporated into the regular budget.

Cost Containment Issues

Reported that the wellness program is offering assessment for spouses this spring and the scheduling project is on track.

Grants

- A couple of grants are pending for the HTS – these will be shared at next week's meeting.

Next Meeting

The next meeting is scheduled for Tuesday, March 15, 2005 at 8:00 a.m.