

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

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of March 22, 2005 Cabinet Meeting
Date: March 22, 2005

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

Members Absent: Schlack

Approval of Minutes

The minutes of the March 15, 2005 meeting were approved as submitted.

Other

- The MCCVLC reference librarian project went online last week – services are available Sunday through Thursday
- The Perkins' funding report (preliminary) for 2005-2006 was distributed. It was **MOVED, SECONDED** and **CARRIED** that the distribution of the funds be allocated in approximately the same percentages as last year.
- Reported that progress is being made regarding the demolition and reconstruction of the office areas that were damaged in last week's accident. The office areas should be ready for use by the end of May 2005.
- Reported that the ad hoc committee on KVCC artwork has been meeting and will be reporting back to the IEC.
- Heard an update on the planning for this year's KAFI.
- The Diversity Conference is scheduled for March 23, 2005.
- Reported that some artwork from the museum is being identified for possible display at various locations throughout our campuses. It was also mentioned the need to put on display student artwork that has been purchased by the College over the past several years.
- Information on the proposed changes in the Michigan Merit Award was distributed – if passed, this would have a large impact on award dollars for our students.

Travel Requests

- Authorized Rob Kilkuskie to attend the Pharma Conference in Washington, May 9-12, 2005
- Authorized Ola Johnson to attend the Compass/ESL conference in Chicago, April 28-29, 2005
- Authorized Gordon Bielby, Darrell Davies, Verne Mills, Cynthia Schauer and Mary Anne Sydlik to attend the state biology teachers' conference, April 9, 2005.
- Authorized Marie Rogers and Sarah Pernie to attend a one-day perinatal conference at WMU, May 4, 2005.

- Authorized Bill deDie and Sandy Barker to attend the League for Innovation Learning College Summit in Oakbrook, Illinois, June 11-12, 2005.

NCA Self-Study Update

Reported that the teams are making good progress – final reports are due April 1. The NCA electronic resources web site (<http://nca.kvcc.edu>) is available for review by the Cabinet. Work on the web site will be ongoing as the reports are coming and the writing team finalizes the self-study report.

Innovative Thinking Grants/Annual Review and Quarterly Reports

Reported on the challenges of tracking the innovative thinking reports and need for the open projects to submit reports. The following projects are still open: advanced technology center, facility document conversion to CAD files, gaming and character animation, and orientation for part-time faculty. REMINDER: the next quarterly report is due April 1.

It was reported that Keith Kroll has drafted a request for innovative thinking dollars to revamp the way ENG 110 is being taught. A copy of that request will be distributed to the Cabinet and reviewed at next week's meeting.

Discuss Use of Social Security Numbers

Shared information on the new legislation regarding the use of social security numbers. Reported that progress is being made toward eliminating the first five digits of social security numbers on reports and internal forms. Louise and Terry agreed to draft a CMOP and procedures regarding the privacy of social security numbers. This will be back on the agenda in two weeks.

Discuss Possible Participation in "Face Book" or Other Similar Student Web Organizations

Reported that www.facebook.com and another web site have approached KVCC about joining their network. It was reported that any student may join these types of networks with or without KVCC endorsement. It was MOVED, SECONDED and CARRIED that we will not officially participate in these types of web networks.

Discuss/Review Conflict of Interest Forms

Drafts of the conflict of interest policy developed by the attorney and proposed changes in the CMOP on conflict of interest were distributed. They will be reviewed in more detail at next week's meeting.

Cost Containment Issues

Reported that the governor's executive order is projected to be issued this week and may or may not be effective until August 1, 2005.

Grants

- Authorized the submission of a grant application to the KVCC Foundation for \$4,500 for repair equipment for the KVM Challenger Learning Center

- Authorized listing KVCC as a participant in a grant to be submitted by Kalamazoo Public Schools for the “big culture lesson.” KVCC’s in-kind match for the grant is staff time and we may need to send a letter of endorsement.

Budget Development for FY 2006

It was MOVED, SECONDED and CARRIED that any savings from capital equipment expenditures that come in under budget cannot be automatically be allocated for other expenditures by that unit and will be reviewed by Cabinet later in the year.

Received a brief update on budget development for FY 06. Agreed to discuss requests for capital equipment replacement, renewals and modifications at next week’s meeting.

Next Meeting

The next meeting is scheduled for Tuesday, March 29, 2005 at 8:00 a.m.