

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

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of April 5, 2005 Cabinet Meeting
Date: April 5, 2005

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

Approval of Minutes

The minutes of the March 29, 2005 meeting were approved as submitted.

Other

- Reported that the architectural feasibility study for the renovations are moving forward and the reconstruction of the damaged office areas is coming along nicely
- Proposed changes in the guidelines for driving college-owned vehicles was distributed – this will be discussed at the next meeting
- Mentioned articles in this week's Community College Times that focused on the availability of funding/grants from the federal government – we may be contracting with a grant writer to help obtain some dollars – the Cabinet members were asked to review the articles carefully and identify which grants opportunities people want to take the lead on
- Heard an update on the funding issue with MCCA – it is anticipated that a letter from the Board regarding KVCC's position will be sent to MCCA after the April Board meeting

Travel Requests

- Authorized Brenda VanderRoest to attend the Banner training in Flint on April 22 along with the folks from the financial services area
- Authorized Rob Kilkuski and Darryl Chapman to attend MEQI training in Chicago, Friday, April 8 – they will drive over the night before
- Authorized Gail Fredericks, Lynne Morrison, and Marylan Hightree to attend the April 15 ETOM meeting in Grand Rapids
- Recorded for the minutes the approval of James Allen and Joyce Zweedyk to attend a workshop on April 11 in Kalamazoo on “managing emotion under pressure”
- Authorized to pay for ¼ of the cost for Arleigh Smyrnios to participate in the Fulbright trip to China for summer 2005

Signature Authority List

Discussion was postponed until the next meeting.

Review Response to Rep. Booher

Reviewed and made additional suggestions to document. A number of the responses need to be expanded. Nancy will gather the additional information from Mike, Sandy, Bill and Louise to finalize our responses.

Review of College/Personal Vehicle Use Guidelines

Reviewed a 1994 proposal on ways to reduce the use of college-owned vehicles. Questions of liability were raised. Who is responsible – the college or the individual – what are the insurance options, do we need umbrella coverage, etc.? Louise will gather additional information. This will be back on the agenda at a later date.

Review Draft CMOP on Use of Social Security Numbers

Reviewed the proposed policy on use of social security numbers and discussed the need to ensure the privacy of that information. It was agreed that the policy needs to be expanded – it may need to include language about who is responsible for implementation, who should or should not have access to the information, properly securing information, etc. This will come back for additional review in two weeks.

NCA Self-Study Update

All team reports have been submitted and work is progressing for the site visit. Agreed that the chairs for the various criterion teams need to carefully review their reports and the documents referenced in the reports, particularly in terms of whether or not they should be on the electronic web site and/or in the resource room.

Innovative Thinking Grant

Reviewed and discussed the quarterly report submitted by Dick Roder for the ATC project which referenced the continuation of the project for FY 2005-2006 and the renegotiation of the contract with the equipment vendor. This was scheduled to be the final year of the project. There has been no real progress and it has not been approved nor budgeted for next year.

Discuss/Review Conflict of Interest Forms

Distributed the “related parties disclosure form” for the Cabinet to complete – completed forms are due to the President by Friday, April 8. The forms will be updated and reviewed by the Cabinet on a monthly basis.

Cost Containment Issues

No updates.

Grants

- Authorized the submission of sponsorship requests for KAFI to identified companies. The list of companies will be attached to the official minutes

Budget Development for FY 2006

The Perkins budget request needs to be reviewed and approved by the Cabinet – equipment requests in that budget cannot be moved forward without that approval.

Next Meeting

The next meeting is scheduled for Tuesday, April 19, 2005 at 8:00 a.m.