

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

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of April 19, 2005 Cabinet Meeting
Date: April 19, 2005

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

Approval of Minutes

The minutes of the April 5, 2005 meeting were approved as submitted.

Other

- Copies of the two “agreed-upon procedures reports” were distributed and will be discussed at next week’s meeting
- Reported on changes by the IRS on how we pay for employee parking at the ACC
- Heard a brief report on the results of our participation at the AITP conference
- Heard an update on the progress for the innovative thinking project/part-time faculty orientation – the part-time faculty survival guide has been updated and plans are underway for the fall 2005 orientation
- Reported that the Forms Committee has been revived and will be reviewing all institution-wide forms with the goal to have the forms available on line
- Reported on several articles in the AACC Journal – all should read the journal articles, especially the one on the 20th anniversary of “the neglected majority” and the skills needed for the 21st century
- Heard a report from the Trends DVD – Marilyn will be sharing the reports

Travel Requests

- Reported for the record that Joe Brady, Rich Reynolds, and Terry Sibberson were authorized via e-mail to attend the annual training on the maintenance and operation of the pool – training is scheduled for April 19 at the Radisson Hotel in Kalamazoo
- Authorized Laura Cosby to attend the National Career Development Conference, June 22-25, 2005 in Orlando, Florida
- Authorized Denise Lindsley to attend the ESL/Compass meeting in Chicago, April 28-29, 2005 in Chicago – it was noted that Ola Johnson had previously been approved to attend the same conference – Denise and Ola will be asked to coordinate their travel plans
- Authorized Carol Heeter and Marsha Nemer to attend a technical seminar for systems administrators, May 24, 2005, Livonia, Michigan
- Authorized Lynne Morrison to take 10 PTK students to Sidney, Michigan for the regional PTK convention, May 20-22, 2005

- Authorized Nancy Woods and Jim Taylor to attend the Accelerated Healthcare Conference in Lansing, Michigan on April 22
- Authorized Pete Patel and Bud Vandenberg to attend a bookstore merchandise show in Rising Sun, Indiana, April 28-29, 2005
- Authorized Colleen Olson to attend a CAEL workshop on developing a credit for prior learning program, May 5-6, 2005 in St. Paul, Minnesota

Review Cabinet-Level Quarterly Reports

Collins reported that the evaluation of the five-year master plan is moving forward, progress is being made at the M-TEC's entrepreneurial activities, and various organizational changes have been implemented and seem to be working well

Kocher reported on the progress made for the at-risk student initiative and that discussions are moving forward for the educational opportunities for Hispanic students.

Lay reported progress is being made for the direct measurement of general education competencies, instructional assessment, and he reported that an innovative thinking project had been approved for ENG 110.

Woods reported that progress is being made for programming and courses at off-campus sites; programs are being developed and revised for the Center for New Media and that they are still struggling on finding faculty for the gaming position; and a faculty member has begun a project to improve student success in a developmental math course.

Signature Authority List

Accepted as presented the revised signature authority list (located on the G-Drive).

Review Response to Rep. Booher, Kooiman and Sak

Briefly reviewed the final responses to representatives Booher, Kooiman and Sak which will be mailed today. On the agenda for next week's meeting will be to discuss the agenda for the meeting with Rep. Booher on May 16.

Review of College/Personal Vehicle Use Guidelines

Continued the discussion and review of changes in the college's vehicle use guidelines and whether or not we should be doing background checks on employees who drive college vehicles or transport students. It was agreed that the policy will be accepted as revised for any employee who transports students. To operate a college vehicle, an employee must have a valid driver's license. The revised guidelines will be presented for final approval at next week's meeting.

Reported that there is adequate insurance coverage/worker's compensation if an employee is in a car accident while driving his or her own vehicle on college business.

Review Draft CMOP on Use of Social Security Numbers

Accepted for second reading the draft of the CMOP for the Use of Social Security Numbers. The CMOP will come back for another reading next week.

NCA Self-Study Update

Reviewed the names and backgrounds of the six members of the NCA visiting team that have been assigned to College for its site visit.

Heard a report from the folks who attended the NCA conference – assessment is going to be a big part of the evaluation.

Innovative Thinking Grant

Reviewed the summary report on the innovative thinking projects that have been approved by the Cabinet since 2002-03 to the present.

Reminded the Cabinet that all innovative thinking projects wanting to be funded for another year need to come back to the Cabinet for review and approval. These include the project for part-time faculty orientation and the animation and gaming project.

Cost Containment Issues

Reported that additional efficiencies can be generated on classroom/laboratory usage. Discussed the possible need to schedule additional English and developmental math courses. This will be on the agenda for next week.

Grants

- Authorized the submission of grant request to the KVCC Foundation for the Honors Program in the amount of \$58,800.
- Authorized the submission of a grant application to MCACA for the museum in the amount of \$100,000.
- Authorized the folks promoting the Cougar Connection to contact proposed sponsors per the attached list.

Budget Development for FY 2006

Shared information on the results of the budget survey. This will be on the agenda for next week. It is anticipated that the budget could be presented to the Board in May.

Mentioned the possible changes in the technical lab areas – automotive, machine tool and plastics. This will come back to the Cabinet with more detail at next week's meeting

Cabinet Related Parties Disclosure Forms

Reviewed the related-parties disclosure forms submitted by the Cabinet.

Next Meeting

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