

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

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of April 26, 2005 Cabinet Meeting  
**Date:** April 26, 2005

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

### Approval of Minutes

The minutes of the April 19, 2005 meeting were approved as corrected.

### Other

- Briefly reviewed the Cabinet members' related parties disclosures forms
- Reported on a request to use KVCC facilities later this summer to for filming – more information will be gathered regarding specific needs
- Heard information on the unavailability of Miller Auditorium for the May 2006 graduation ceremony – other sites have been explored and it was decided to book the event at Wings Stadium
- Noted that the Arcus Gallery will be open for the May 6 Art Hop
- Several articles from the recent MCCA meeting were shared, including core indicators and the executive summary of Lt. Gov. Cherry's recommendations. David Hollister attended the meeting and reported on trends in demographics and training and the need for training in nanotechnology (this area should be a priority of the college).
- Cabinet members were asked to bring their calendars next week to schedule a one-day planning meeting.

### Travel Requests

- Authorized, contingent upon funding availability from Perkins for FY 06, Ray Hendriksma, Dawn Panteleo, Ron Adams and Mary Alice Reck to attend a Working Connections IT Institute at Henry Ford Community College, August 1-4, 2005
- Authorized Marty Adams to attend two three-day software training programs in Chicago in May
- Discussed the travel request and approval process when the attendance at a professional meeting is required as part of an employee' job. This will be on the agenda for discussion at next week's meeting.

### Review of College/Personal Vehicle Use Guidelines

Reviewed and accepted as amended the revised guidelines for driving college-owned vehicles. The guidelines will be incorporated into the travel manual.

### **Review Second Draft of CMOP on Social Security Numbers**

- Reviewed the second draft of the CMOP on Social Security Number Privacy Rights. Changes to the policy will come back next week for a third reading.

### **Discuss Agenda for Rep. Booher May 16 Visit**

- Briefly discussed the tentative agenda for Rep. Booher's visit, scheduled from 3 p.m. to 5 p.m. Steve agreed to bring back next week a sample packet of KVCC information and will draft a brief agenda in preparation for a run-through at next week's Cabinet meeting. The agenda will include the following:
  - A tour of the M-TEC with overview of the HTS Center, RFID, the tool and die initiative, and the manufacturing council
  - A brief power point on the Arcadia Commons Campus (AWH, CNM and Museum)
  - An overview of the TTC – tech labs, automotive, dental hygiene, nursing
  - A summary of our funding
- Cindy Buckley will be invited to next week's Cabinet to provide the input on the M-TEC.
- Nancy will work on putting together a power point on the ACC

### **NCA Self-Study Update**

Briefly discussed the need to share the draft report with the college community prior to the report be sent to NCA and the visiting team.

### **Review Agreed-Upon Procedures Reports**

- Reviewed the two "agreed-upon procedures" reports prepared by Plante & Moran. The reports reviewed and made recommendations for the 1) instructional payroll/I.U. process, and 2) the awarding of athletic scholarships and athletic team travel expenses.
  - The Cabinet questioned who is actually accountable for the accuracy of I.U. reports and why the need for so many signature. It was agreed that the process needs to be streamlined, accuracy improved, and accountability assigned where it belongs.
  - The Cabinet members were asked to carefully review the reports.
  - Louise volunteered to document the payroll process and will bring back a report and/or flowchart for Cabinet review.
- Bruce reported that some of the results of the athletics procedures audit may not be accurate and will prepare a written rebuttal to be reviewed at next week's Cabinet meeting.

### **Review Budgeting Survey**

Reviewed the responses/concerns regarding the budgeting planning process. It was agreed that a meeting with all administrators will be held during the third week in May to go over the survey results.

### **Innovative Thinking Grants**

The innovative thinking grant request for part-time faculty orientation project for year two, FY 06, was distributed and reviewed. It was moved, seconded and carried to approve the continuation of the grant for FY 2005-06.

The final report on the Summit Training Program (safety training project) was distributed and reviewed. It was reported that the project will be done in-house this year and no innovative funds are needed for the project.

### **Budget Development for FY 2006, Including Review of Proposal for Tech Labs**

- The capital equipment lists for FY 2005-06 were distributed and reviewed. Changes from the last meeting were highlighted – of special note was the addition building modification for the relocation of the automotive and machine tool labs.
- Reviewed the Perkins budget for FY '06. It was moved, seconded and carried to support the Perkins request for FY '06.
- Reviewed and approved the manpower requests for FY '06.

### **Cost Containment Issues and Possible Additional ENG & MATH Courses**

Briefly reviewed the budget/expenditure reports for general fund development funds, 2002 through 2006.

### **Grants**

- Reported for the record that a grant request has been submitted to the BRCC for the High Throughput Screening Center.
- Authorized the submission of a grant request in the amount of \$350,000 in cooperation with the Allegan General Hospital to the State of Michigan/Medicaid Funds for the establishment of an accelerated health care training institute in Allegan County. It was noted that the hospital would be the fiduciary agent for the grant.
- Authorized the submission of sponsorships requests for the automotive tech challenge per the list attached to the official minutes of today's meeting.

### **Next Meeting**

The next meeting is scheduled for Tuesday, May 3, 2005 at 8:00 a.m.