

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

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

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

Approval of Minutes

The minutes of the February 1, 2005 meeting were approved as submitted.

Other

- Authorized budget authority for Jim DeHaven and Rob Kilkuskie for the HTS Center
- Mentioned the change in how we publicize FERPA to allow for the release of student addresses or other legally releasable information to legal authorities
- Heard an update on the development of a committee to begin planning for facilities as identified in the master plan
- Reported that representatives from the DLEG will be visiting the M-TEC next week to look at the activities and programs being offered
- Reported that the HTS preliminary proposal to MEDC made it through the initial screening process which allowed for the submission of a full proposal
- The persistence systems proposal, drafted in cooperation with Kalamazoo Community Mental Health, has been submitted to the Governor
- Heard an update on the meeting with area K-12 superintendents and the proposal for at-risk students
- Suggested that the printing of the fall 2005 schedule be postponed until some of the programming questions/changes can be finalized
- Reported that the Kalamazoo Valley Campus Band has produced a CD
- Briefly reviewed the enrollment trends report for winter
- Mentioned the possible publishing of special dates that are recognized various faiths
- Reminded the Cabinet that college-wide meetings on Friday will cover the topic of the Institution's preparedness for emergencies
- Reminded the Cabinet of changes in state law regarding the use of social security numbers – it was agreed that a CMOP will need to be developed to address this

Travel Requests

- Authorized Eric Schreur and Kathy Godin to attend an event on February 19 at the Detroit Science Center
- Authorized Van Muse and Jim DeHaven or Marty Adams to attend the Game Developer's Conference in San Francisco, March 7-11, 2005

Planning for NCA Self-Study

No update.

Review of Financial Services Report to the Board

Reviewed the draft of the board monitoring report to the board on financial accountability and compliance.

Review Innovative Thinking Grant

Copies of the revised format for innovative thinking proposals were distributed.

- Briefly reviewed the proposal for Prior Learning which would include a full-time position to facilitate prior learning – It was moved, seconded and carried to accept the draft proposal.
- Briefly reviewed the proposal for Multi-Disciplinary Curriculum Project at the Arcadia Commons Campus. Agreed that more specific assessment and evaluation components need to be developed. This will come back next week for additional review.

Update on Innovation Management Program and Implications for KVCC

Reported that several administrators and faculty attended an innovation management program at the M-TEC which was presented by Bill Guest. The program focused on the tools and processes that are necessary for organizations to help them foster, identify and evaluate innovative and creative programs. At next week's meeting, an overview of those tools will be presented. It was suggested that Bill Guest, be invited to give a presentation at KVCC.

Budget Development for FY 2006

Reported that meetings with the various vice presidents have begun to review budget and manpower requests for FY '06. Lapse funds from FY '05 are being identified; some of the dollars could be used for new capital this year. More information regarding estimated credit hours, property taxes, and state budget implications will be known at a later date.

Discussion on What Determines if it is a KVCC or Contracted Service

Continued the discussion on what determines if something is a KVCC course or a contracted service and the implications for KVCC in terms of risk management issues. This gets back to the issue of ensuring proper review, implementation and compliance with contracts with external organizations.

Cost Containment Issues

Heard an update on the results of the wellness survey. Savings in health care costs should be realized this year with the change in the designation of primary insurance for spouses.

Grants

- Reported on the submission of an grant request to the National Science Foundation by Western Michigan University, requesting KVCC be listed as a supporter of the grant – the grant, if approved, would provide scholarships for KVCC students in preparation for transferring to Western's geographic information science program

Next Meeting

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