

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

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

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

Approval of Minutes

The minutes of the February 15, 2005 meeting were approved as corrected.

Budget Development for FY 2006

- An updated list of capital equipment and manpower requests was distributed and reviewed.
- Continued to whittle down the requests to get in the bottom lines within the target amount.
- Lay will come back with additional information regarding the questions in NRG and ELT.
- Woods will come back with additional information in her area regarding part-time faculty and the requests related to the nursing innovative thinking request.
- Agreed that a number of the capital requests could be purchased this year and will be recommended to the Board in March for approval.
- Heard an update on state appropriations.
- Discussed possible tuition rates for fall 2005 and winter 2006.

Other

- Reported that 28 part-time faculty members attended last Saturday's workshop.
- Reported that 358 employees attended the sexual harassment training program— make up sessions will be scheduled for those who have not attended and thereafter, the program will be offered quarterly for new hires.
- Cabinet members were asked to review the Hazardous Waste Management plan. The plan was developed by the Institutional Safety Advisory Council and is accessible on line.
- Construction of the HTS Center will begin soon – the project is scheduled to be completed by the middle of June.
- Reported that the scanning process is coming along nicely.
- Reviewed a request by "Girls on the Run" for the college to sign a memorandum of understanding to be recognized as a co-sponsor of an upcoming event. This will come back to the Cabinet after additional information is known.

Travel Requests

- Authorized five faculty members – Gloria Barton-Beery, Helen Palleschi, Dick Phillips, Tim Kane, and Lisa Winch – to accompany 11 students to the April 1-3, 2005 Urban Plunge in Chicago.

- Authorized Tim Kane and Lisa Winch to attend the “Mathematics in Action” regional conference at Grand Valley State University, Feb. 24, 2005.

Planning Process

- A flowchart for the planning process was distributed and reviewed.

Cost Containment Issues

No updates.

Innovative Thinking Proposal Review

- The continuing education proposal for a Center for Health Careers was distributed and reviewed. This ties back to the capital equipment/manpower requests for FY '06

Grants

- No grant requests submitted.

Next Meeting

The next meeting is scheduled for Tuesday, March 8, 2005 at 8:00 a.m. Extra time may be required due to planned budget work.