

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

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of March 29, 2005 Cabinet Meeting
Date: March 29, 2005

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

Approval of Minutes

The minutes of the March 22, 2005 meeting were approved as submitted.

Other

- Heard a report on the “mid-semester reality check” at the ACC
- Asked that responses to Rep. Booher’s questions be sent to Nancy by the end of the week – they will be reviewed at next week’s Cabinet meeting
- Reported that Tracy Kidder, author of the book “Mountains Beyond Mountains” will be on campus in October
- Shared an article from U.S. News and World Reports on fast-track career trends – most of the jobs profiled require an associate degree or less
- Encouraged folks to sign up for the health care assessments
- Heard an update on the renovation of the damage to the building at the TTC and the construction of the HTS Center
- Heard a summary of the challenges with our requests for capital outlay funds and our efforts to obtain federal funds for some of our projects

Travel Requests

- Authorized Judy Esman, Norma Logan, Marie Rogers and Jean Snow to attend the Critical Thinking and Test Construction workshop, April 28, 2005 at Grand Valley State University
- Authorized Lois Baldwin, Marsha Perkins and Sue Commassaris to attend the Michigan Association on Higher Education and Disability annual conference, May 19-20, 2005 Lansing
- Authorized Sue Hollar and Darlene Kohrman to attend the AMATYC Teacher’s Preparation Institute, July 7-11, 2005 in Grand Rapids
- Authorized after the fact, mileage reimbursement for Karen Visser and Taronia Guy who attended a NCMPR meeting in Detroit on February 25, 2005
- Authorized Steve Louisell to attend a conference on developing scholars, June 9-11, 2005, Chicago, Illinois
- Reported for the record that Aaron Snead was approved via e-mail last week to attend the IT Forum at WMU on March 25, 2005

- Authorized Carolyn Alford, Jane Otten, Carol Mallinson and Kathy Anderson to attend the Banner User's workshop, April 22, 2005 in Flint, Michigan
- Distributed an updated list of Cabinet- approved travel/professional development events for the fiscal year
- Agreed to look at the vehicle use policy at next week's meeting

Signature Authority List

Postponed until next week.

Technology Plan

The technology plan was accepted as presented. Discussion included assessing the success of students who take online courses and ensuring our online courses are listed in the MCCAFLC schedule. Nancy, Bill and Terry agreed to meet to ensure the questions are addressed.

NCA Self-Study Update

Reminded everyone that the final team reports are due April 1. Commendations were given to the institutional resource team on the development of the NCA web site. Began the discussion regarding the details of the actual site visit – where the visiting team should be based on the Texas Township Campus to have access institutional resources, what hotel, should we provide a driver, rent a van, tentative schedule, etc.

Innovative Thinking Grant

Heard a brief update on the learning communities project being led by Mike Collins and its possible tie-in with Keith Kroll's request for innovative thinking funds for his ENG 110 project. It was moved, seconded and carried to approve the innovative thinking grant for the ENG 110 project.

Heard an update on the learning communities project being led by Terry Hutchins on fostering elementary education with a focus on science and math.

Discuss/Review Conflict of Interest Forms

Discussed the need for and purpose of the more extensive conflict of interest policy and disclosure forms. The policy and form may be a little "legalese" and could be simplified. Initially, the forms would be completed by all Cabinet members and updated on a monthly basis. A summary "conflict of interest disclosure form will come back for review next week.

Cost Containment Issues

Reported that community colleges may be hit with an executive order in August 2005 if revenues do not come in as projected. Another executive order is expected for FY '06.

Grants

- None presented.

Budget Development for FY 2006

Reviewed in-depth the professional development budgets for instructional areas which are consistently under-spent. This budget area will be reviewed again next week.

Continued to review requests for FY '06 – manpower, student designated technology, general fund new capital and replacement. More information is needed on the request for the web-based portfolio project – it is a pilot project and does not belong in S.D.T. funds.

Next Meeting

The next meeting is scheduled for Tuesday, April 5, 2005 at 8:00 a.m.