

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

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of May 3, 2005 Cabinet Meeting
Date: May 3, 2005

Members Present: Anderson, Bohnet, Cannell, Hutchins, Kocher, Lay, Niewoonder, and Woods
Guest Present: Cindy Buckley
Members Absent: Collins and Schlack

Approval of Minutes

The minutes of the April 26, 2005 meeting were approved as submitted

Other

- Reported that Senator Levin was at the ACC/AWH on May 2 and held a forum on social security
- Reviewed an e-mail sent by Tom Bernthal, MCCA, regarding performance indicators and factors impacting graduation rates as well as KVCC's response
- Distributed an analysis of the Gast-Mathieu formula prepared by the House Fiscal Agency
- Reported that effective with the fall semester, part-time employees on the TTC will be issued temporary parking permits
- Reported that Amy Jeffrey attended Adobe Acrobat training and came back with good information – she will be scheduling training sessions
- Reported on a request from MCCA regarding a health benefits survey – we reported back to MCCA that we would not be participating

Review Agenda for Rep. Booher May 16 Visit

- Reviewed the draft agenda for the May 16 visit of State representatives Booher and Hoogendyke
- Items I through IV should take 20-30 minutes with tours to follow of the M-TEC and TTC

Travel Requests/Review of Guidelines

- Travel Requests
 - Authorized Tim Farrow to attend a National Security forum at Maxwell Air Force Base in Montgomery, Alabama, May 23-27, 2005
 - Authorized Karen Maas and Chris Robbins to attend a session on interlibrary loans in Lansing, May 19, 2005
 - Authorized Dick Shilts to attend the Michigan Athletic Directors meeting, June 5-8, 2005 in Shanty Creek in Bellaire, Michigan
 - Reported for the record that the student group Gay/Straight Alliance will be participating in a march on June 24, 2005 in Lansing

- Authorized payment of Dick Shilts' travel expenses for his attendance at the annual Athletic Director's Region XII meeting which was held in Toledo on March 21, 2005.
- **Travel Guidelines Review**
 - Discussed travel guidelines and whether or not there is a need to review/approve travel when it is "required" as part of the job. The challenge is determining what is actually required.
 - Discussed whether or not non-overnight travel should come to the Cabinet when more than one person attends.
 - **It was moved, seconded and carried that attendance at meetings not requiring an overnight stay do not need the approval of the Cabinet.**
 - Discussed the benefits of having a consent agenda which would include travel requests, approval of minutes, grant requests, and sponsorships.
 - **It was moved seconded and carried to establish a weekly consent agenda for the Cabinet which would include 1) the approval of the minutes of the previous meeting, approval of travel requests, and 3) approval of sponsorships and grants requests; and further that all materials for the consent agenda will be submitted to Patricia Niewoonder by noon on the Thursday before each Cabinet meeting.** The consent agenda will be prepared and then distributed to the Cabinet the day before each Cabinet meeting for review ahead of time.

Review Draft of CMOP on Social Security Numbers – 3rd Reading

- Reviewed the third draft of the CMOP on Social Security Number Privacy Rights. **It moved, seconded and carried to adopt the policy as amended.**
- Reported that the student services and human resources areas are currently developing written procedures to ensure compliance. These procedures will come back to the Cabinet for final review.

NCA Self-Study Update

Nothing new to report.

Review Agreed-Upon Procedures Report/Athletic Rebuttal

Postponed until next week.

Schedule Cabinet Planning Meeting

Tentatively scheduled the Cabinet planning meeting for Tuesday, May 31, 2005

Innovative Thinking Grants

The final report for the Test Development and Improvement Project was distributed. The second year funding request for the Gaming project will be reviewed at next week's meeting.

Budget Development for FY 2006

Reported that the operating budget for FY '06 is coming together and that the health claims budget is 6.55% higher than last year's budget. The Cabinet will revisit the health claims budget in June to see if it can be reduced.

Cost Containment Issues and Possible Additional ENG & MATH Courses

Reported that we are continuing to look at the potential impact to our enrollment based on changes at our local transfer institutions. This could mean we may need to add some transitional English and math courses.

Grants

- Authorized, subject to review of the budget to ensure it is cost neutral, the submission of a grant request in the amount of \$300,000 to the State of Michigan/Dept. of Labor and Economic Development for the establishment of an accelerated health career training institute, specifically for the respiratory therapy and EMT programs.

Next Meeting

The next meeting is scheduled for Tuesday, May 10, 2005 at 8:00 a.m.