

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

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of January 11, 2005 Cabinet Meeting
Date: January 11, 2005

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

Approval of Minutes

The minutes of the January 4, 2005 meeting were approved as submitted.

Other

- Agreed that procurement cards may now be authorized by individual Cabinet members after the designated individuals complete the appropriate background checks.
- Reported that by the end of next week, various financial services documents will be consolidated onto the G-drive for access by the Cabinet. In addition, the academic services unit has been working to consolidate and reorganize its documents on the G-drive.
- Reviewed a report on the one-year retention/persistence rates for first-year students. This raised the discussion of finding better ways of tracking students, finding what they really intend to accomplish and helping them accomplish their goals. Mentioned the need to get the counselors more involved in the process.
- Reported that the new orientation program for part-time faculty went very well with 29 part-time faculty members in attendance. A zoomerang survey will be conducted to see where the program could be tweaked.
- Good feedback has been received from faculty seminar days, including the session on sexual harassment. The session was video taped and will be available to share with others who were not able to attend.
- Reported that two individuals have been hired for the HST Center, that planning is moving forward on the development of the Center's facilities, and that by the end of this week we should receive confirmation on our membership on the CTA
- The architectural feasibility study has begun for the various projects on the Texas Township Campus.
- Kudos were given to Diane Vandenberg and Mike McCall on the coordination of the welcome tables at the TTC this semester.
- The first round of capital equipment requests was distributed – the Cabinet members were asked to review the list and be ready to discuss at the January 25 meeting.

Travel Requests

- Authorized Teresa Hollowell to attend the Dental Hygiene Board Review meeting in Columbus, Ohio, Jan. 25-30, 2005

- Authorized Gehry Gross to attend the Michigan Construction Trades Conference in Shanty Creek, Feb. 2-4, 2005 – all of his travel costs will be paid with fast track funds
- Authorized Rick Ives, Todd Christensen and Matt Robinson to attend the MCOLES quarterly director's meeting in Lansing, January 12, 2005
- Authorized Elspeth Inglis to attend the American Association of Museums meeting in Indianapolis, May 1-5, 2005.
- Reported for the record that fifteen members of the Brother to Brother program were authorized, via e-mail last week, to attend the Black Student Summit at Ball State University, February 18-19, 2005

Review of Cabinet Member Quarterly Reports

Reviewed Cabinet member quarterly reports for Anderson, Bohnet, Cannell, Collins, Hutchins, Lay, Niewoonder and Woods. A memo was shared from the finance area on the challenges with the budget review process. Kocher's report will be reviewed next week.

Review of Revised Contract Review Procedures

Heard an update on the how the revised contract review procedures are working. There are still a number of problems -- vice presidents are not consistently signing off on contracts and contracts are being forwarded and/or signed without proper review and errors have been discovered after that fact. Discussed options for improving the process – should all contracts go to legal counsel, should we prioritize contracts by levels of risk (high to low) and should we have separate procedures based on level of risk? Suggested that the Cabinet as a whole should not continue to be discussing and reviewing the problems and that only individual vice presidents should be involved when errors are from their specific areas. Errors and problems need to be documented and appropriate action taken. Agreed that the contracts with the biggest risks need to go to legal counsel for review.

Review Innovative Thinking Grant/New Part-time Faculty Orientation

Reviewed the proposal for the orientation program for new part-time faculty at the Texas Township Campus. It was moved and seconded to approve the proposal as presented. Following discussion and a review of a draft proposal for the Arcadia Commons Campus for an orientation component for part-time faculty, the motion was tabled. A single proposal must be prepared that incorporates the requirements for both campuses. A revised proposal will come back in mid-February.

Review Summary of IEC Assessment Reports

Reviewed the summary of the assessment reports. It was noted that the assessment report on faculty and staff development has a budget impact and that funding for the recommendation in the report is being considered for an innovative thinking grant. Other reports that have budget implications will be addressed through the budget review process.

Follow-up to the BlueGranite Presentation

Postponed until next week.

Planning for NCA Self-Study

No updates.

Cost Containment Issues

Reported that on February 7, a representative from the Citizens Research Council will be presenting its analysis of the State's budget situation to the Kalamazoo Rotary.

Grants

- Authorized the submission of a grant request to the KVCC Foundation in the amount of \$10,000 to establish a tuition/fees grant program for undocumented students.

Learning Communities Discussion

The Cabinet continued the discussion on learning communities. Reported that several proposals from the ACC will be coming in next week for consideration – prior learning, at risk and Center for New Media. Other learning community possibilities include: 1) using the “big picture” idea focusing on retention and students’ passions (Collins and Hutchins), 2) an alternative training program in nursing/health careers in Allegan (Woods and Lay), 3) establishment of at least one academy – possibly a writing academy (Kocher and Lay), and 4) something in the technical trades area such as advanced manufacturing (Schlack and Lay). Draft proposals for all of the above, except for nursing, will come back next week.

Next Meeting

The next meeting is scheduled for Tuesday, January 18, 2005 at 8:00 a.m.