

# Kalamazoo VALLEY<sup>TM</sup>

community college

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of March 15, 2011 Cabinet Meeting  
**Date:** March 15, 2011

**Members Present:** Anderson, Bertch, Bohnet, Cannell, Colby, Collins, Horton, Hutchins, Johnson, Kocher, Niewoonder and Schlack

**Members Absent:** DeHaven

---

## **TBO Discussion**

- a. Reported on the following *Personnel* items:
  - o No items reported.
- b. Reality Checks:
  - o No items reported.
- c. Kudos! were given to –
  - o Andrew Greig, Mary Lawrence, Meily Lightcap and Mike Thompson for their work on the Foundation’s web site and the implementation of an online donation process.
- d. Strengths Discussion –
  - o Noted that everyone has begun or will begin by the end of the month their Q12 discussions with staff.
- e. Book Discussion:
  - o Steve led the discussion of Chap. Five of the book “Nine Shift.”

## **Approval of Minutes**

The Cabinet approved the minutes of the March 8, 2011 meeting as presented.

## **Other**

- o Heard an update on legislative issues that would impact community colleges in Michigan.

## **Second Reading of Proposed Changes to CMOP 6020**

It was MOVED, SECONDED and CARRIED to endorse the revisions CMOP 6020 as presented.

## **Review of Web Time Entry for Payroll Report**

Louise reported she is still waiting for two more responses.

## **Review of Plan for Office Hours/Lab Hours – Weekends, Holidays, Summer, Etc.**

Discussed the benefits of changing the 2011 summer schedule, allowing for a four-day workweek and closing the College on Fridays, Saturdays and Sundays during the summer. Projected energy cost-savings is the key factor in the decision.

It was MOVED, SECONDED and CARRIED that effective Monday, May 30 through Friday, August 26, the College's regular office hours will be Monday through Thursday, 7:30 a.m. to 5:30 p.m. with a one-hour break for lunch and that the College will be closed on Fridays, Saturdays and Sundays during the summer.

Information Technologies, Facilities Services, Public Safety, M-TEC and the Museum will adjust individual schedules to ensure coverage. Sandy Bohnet reported she would draft a communiqué to be sent to the college community regarding the schedule change.

**Travel** – the following travel items were reported:

- Jim Taylor will attend the MODAC meeting at Wayne County Community College, April 4-5.
- Al Moss and eleven students will attend the Michigan Society for Respiratory Care Sputum Bowl to be held in Dearborn, March 28-30.
- Mary Lynn Bricker, Lisa Cronkhite-Marks and Denise Lindsley will travel to Battle Creek on March 17 to observe the use of the KeyTrain reading software program.
- Robyn Robinson and 16 students will attend the *Young Women, Strong Leaders Conference* at WMU, March 25.
- Larissa Hunt will be visiting to Vietnam for a student recruitment tour, April 2-10 – it was noted that Western Michigan University will be paying all of her expenses.
- Larissa Hunt will attend the Spring Student Affairs Symposium in South Bend, April 22.
- Lois Brinson-Ropes and Diane Finch will attend the Community College Employment Network meeting at Macomb Community College, March 25.

**Grants**

- Reported that our part of the TAA-CCCT grant application will be sent to Jackson C.C. next week.

**Next Meeting** – The next meeting is scheduled for ***Tuesday, March 29*** and will begin at ***8 a.m.***