

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of November 29, 2016
Date: November 29, 2016

Members Present: Anderson, Bertch, Brooks, Cannell, Collins, Hutchins, Jbara, Johnson, and Schlack
Members Absent: Bohnet, Coates, Cosby, McCurdy
Staff: Horton

Update/Action Items

1. Minutes – minutes of November 15, 2016 were approved as presented
2. Updates
 - University Center
 - Moved, seconded, and carried to approve funding for renovation costs to Room 1510
 - Analytics
 - Dashboard – Beta testing done
 - Training for Administrators scheduled for December 14, 15 – additional dates for training will be scheduled as needed
 - Training will include how to access, functions, and explanation of data
3. Information
 - Travel
 - Rachel Bair, Ben Bylsma, and Randall Davis to attend the Great Lakes Fruit, Vegetable, Farm Market Expo (GLENPO) in Grand Rapids, MI on December 5-7, 2016.
 - Rick Ives and Don Benthin will be traveling to Detroit, MI for a slain officer memorial on November 29, 2016.
 - Grants
 - None
 - Kudos
 - IT Staff:
 - Mike Thompson, Paul Chiu, David Lynch, Nate Hartmann, Jolene Osei, Bob Bechtel, Ben Blewett, Carol Heeter, and Tim Welsh for the Banner Platform Change
 - Other Staff:
 - Lori Evans, Julie Rickey, Sara Flanders, Terri Lester, Brian Leuth, Sue Visser, Amy Murray, Stephanie Moats, Muriel Hice, Judy Wilmarth, Kim Campbell, Brenda VanderRoest, and Judy Hayes for pre-production testing on the Banner Platform Change.

— Reality Check

- Patrick Farmer – new Board Member

— Hires, Resignations/Transfers, Retirements, Promotions

- None

4. Discussion

— Other

- Shredding – December 13 paperwork needs to be in; December 20 for pickup
- Capital Outlay due December 21, 2016

~Next Cabinet Meeting is December 6, 2016 - 8:00 a.m. in the Board Room~