To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of December 12, 2006 Cabinet Meeting
Date: December 12, 2006

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

TBO Discussion
a. Personnel items:
   • Reported all Talent Cards will be distributed before the end of the year
   • Reported on a couple of retirements
b. Reality Check – Several items were added to the list.
c. Kudos! – Several kudos were mentioned.
d. Other TBO Items – reported.

Approval of Minutes
The minutes of the December 5, 2006 meeting were approved as presented.

Other
• The M-TEC contractual agreement with CPR, a computer training company, has changed.
• Reminded everyone that Commencement is scheduled for Thursday, December 21.
• Reported on the differences between adults and teens in the use of e-mail and instant messaging.
• Reported on the mural painted by KVCC students at the domestic assault center.
• The electronic showcase at the Arcus Gallery is now open and will be part of the January Art Hop.
• Banner and Voyager systems will be upgraded between now and the end of the year.
• Governor Granholm will be on the Texas Township Campus January 2 to host a public thank you event – 800 to 1000 people are anticipated to attend. Plans are underway to highlight KVCC programs through various displays in the Commons.
• Tonight’s Board meeting will be conducted via a conference call.
• Reported that the House is scheduled to vote on the capital outlay bill today – the bill includes KVCC’s request.
• Reminded everyone to register for the January 17 Town Hall Meeting.

Other Discussion Items
a. Review of Board Priorities Objectives Reporting Form –
It was moved, seconded and carried to accept the form as revised.

b. **Review of SSC Objectives Reporting Form** – reviewed the revised draft of the objectives – the draft will be shared with the success team at its next meeting.

c. **Review of Non-Credit Procedures/Guidelines.**
   - Accepted for a first reading the proposed revisions to CMOP 1110, ACS Enrollment Report, which added a clause on reporting of non-credit enrollments.

d. **Travel** – the following travel items were reported for the record:
   - Dan Benard will attend an international meeting on simulation in health care, Lake Buena Vista, Florida, January 14-27, 2007
   - Ken Bouma will attend a national advising meeting to be held in San Antonio, January 30 to February 2, 2007.

c. **Grants**
   - None presented.

**Next Meeting**
The next regular meeting is scheduled for **Tuesday, December 19, 2006, at 8:30 a.m.**