

Cabinet Meeting – August 29, 2023
ADM Board Room – 8:30 a.m. – 10:00 a.m.

Minutes

Present	Absent	Cabinet Member Name
X		President, Interim – Dr. Stephanie Tully-Dartez
X		VP for Academic Affairs (VPAA), Dr. Stephanie Tully-Dartez
X		VP for Student Affairs (VPSA), Mrs. Jenny Sanders
	X	VP for Finance & Administration (VPFA), Mr. Michael Armstrong
X		Associate VP for Finance (AVPF), Ms. Ann Southall
X		Associate VP for Administration (AVPA), Dr. Tim Kirk
Guest		Gabe Schroeder

I. Action

- a. Approval of Minutes – August 14 – Approved
- b. Finalize ACC Recommended Attendees List – Approved

II. Discussion

a. President’s Report

- i. 2023/24 Presidential Goals were presented to Cabinet. Edits will be proposed between Cabinet Meetings. To be approved during the September 5, 2023 Cabinet Meeting.
- ii. Vice President of Finance & Administration Vacancy
 1. New succession plan for incapacitation presented to the Cabinet. Order will be Dr. Stephanie Tully-Dartez, Jenny Sanders, Dr. Tim Kirk, then Ann Southall. The Cabinet also discussed the need for Cabinet members to be aware of emergencies taking place on campus.
 2. Dr. Tully-Dartez presented her plan to handle the approval processes for the Vice President of Finance & Administration’s direct reports. She declared that the Finance & Administration Department is currently sustainable. Operation Plan-It will be utilized to manage HR and Construction projects for accountability purposes.
- iii. The Personal Services Request was presented to the Cabinet for review. Brandi Cotterman will join the Cabinet Meeting on September 5 to assist in the discussion of the Personal Services Request. Dr. Tully-Dartez requested that the Cabinet come prepared for the discussion next Cabinet Meeting.
- iv. Dr. Tully-Dartez announced that two of Congressman Bruce Westerman’s staff would be on campus on Thursday, August 31. Gabe Schroeder will create an agenda to share internally for the awareness of the Cabinet members and relevant building managers.