

Cabinet Meeting Minutes/Notes
Monday, August 11, 2014
(following the Planning Retreat)

1. Public Relations
 - Press Releases – template/format
 - Administrative Review of press release from employees before sent to Heath
2. Business Continuity Plan
 - Generator - Need to secure for TEC Building/IT area
3. Marketing/Recruiting
 - Low enrollment programs discussed
 - IND Tech, PTEC, Welding
 - Where to market Spring semester?
 - Recruitment Planning Retreat – to be scheduled in Sept.
4. Club teams/Intramurals - discussion
5. Communications - discussion
 - “up & down” communication ideas
 - Consistent Committee Reporting/sharing in division and department meetings
6. VFA – Voluntary Framework of Accountability
 - Present at next Cabinet Meeting (8/18)– 30 minutes – invite Deans
7. CCSSE outcomes
 - Use of results for KPIs and other assessments
8. Technology – Future in Higher Education
 - “Ownership” & use of new technology
 - Training
 - Empowerment
9. Development of fully online employment application
10. Salary Survey
11. Scheduling math computer labs for College Algebra