

**Cabinet Meeting – August 2, 2022  
ADM Board Room – 8:30 a.m.**

**Minutes**

Present	Absent	Cabinet Member Name
X		President, Dr. Bentley Wallace
X		VP for Academic Affairs (VPAA), Dr. Stephanie Tully-Dartez
		VP for Student Services (VPSS), Vacant
X		VP for Finance & Administration (VPFA), Mr. Michael Armstrong
X		Associate VP for Finance (AVPF), Mr. John Baine
X		Associate VP for Administration (AVPA), Dr. Tim Kirk
X		Guest: Heath Waldrop

**I. Action**

A. Approval of Minutes – July 19, 2022 - Approved

President

VPAA

VPFA

AVPF

AVPA

SHARED GOVERNANCE

**II. Discussion**

President

A. Update – Heath Waldrop (Director of Marketing and Public Relations)

- Meeting with Media Representatives for campaign ads for the fall
- Promoting the free “sales tax” weekend
- Warren – football ad is running; billboard is also up
- Working on “hot leads” for enrollment
- Facebook campaign will start this month

B. SSARP Funds (Budget Requirements) – Final round of SSARP Funds are to be used/distributed

C. Student Services Welcome Center Plans

- Welcome Center Set Up - ECC (first floor)
- August 8<sup>th</sup> -12<sup>th</sup>                    9:00 – 4:00
- August 15<sup>th</sup> – 19<sup>th</sup>                9:00 – 4:00
- Calendar to be developed for sign-up (faculty and staff)
- Business Office Personnel will be set-up on the second floor of the ECC – starting August 15<sup>th</sup>

D. VPSS Position – The committee is working on the semi-finalists

## VPAA

- A. Convocation
  - August 17<sup>th</sup> – 19<sup>th</sup>
  - Agenda being developed
  - Student Services will remain open
- B. Org Charts
  - Review of Org Charts to begin for any updates/changes
  - Process being discussed by the Cabinet

## VPFA

- A. HR Updates
  - Open Positions - Complete list of open/available positions reviewed by the Cabinet
- B. Facilities Updates
  - Arboretum – lighting system discussed
  - TEC Building – new chiller is in
- C. Herring Bank (Payment Plan)
  - Discussion of converting from Nelnet to Herring Bank
  - Draft Plan/Process presented and discussed (more to come)
- D. AV Equipment in ECC
  - Upgrade of technology
  - Laptops on the podium
  - New lighting system
  - Painting  
(new innovative ideas/plans being discussed)
- E. Overtime for Public Safety Officers/Private Security
  - Overtime for Security Events at the ECC being reviewed by the Cabinet

## AVPF

- A. On Site Auditors to be completed in a few weeks

## AVPA

- A.

### **III. Grant Updates/Progress Reports**

- A. Grant Development
- B. **Verizon** – Dr. Tully-Dartez
- C. **Verizon Foundation (Stars Market Food Pantry)** –
- D. **Early College/Career Coach grant** –
- E. **Mentor-Links Grant** – Dr. Tully-Dartez
- F. **Career Pathways** –
- G. **Upward Bound** –
- H. **NSF Grant** – Dr. Tully-Dartez -
- I. **JAG (Jobs for America’s Graduates)** –
- J. **Perkins** –

### **IV. Announcements:**

- Outdoor Expo – Saturday, September 10, 2022
- Convocation – Wednesday, August 17, 2022