

**Cabinet Meeting – November 15, 2022
ADM Board Room – 8:30 a.m. – 11:00 a.m.**

Minutes

Present	Absent	Cabinet Member Name
	X	President, Dr. Bentley Wallace
X		VP for Academic Affairs (VPAA), Dr. Stephanie Tully-Dartez
X		VP for Student Services (VPSS), Interim-Dr. Stephanie Tully-Dartez
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

I. Action

A. Approval of Minutes – October 18, 2022 - Approved

President

VPAA

VPFA

AVPF

AVPA

SHARED GOVERNANCE

II. Discussion

President

VPAA

A. Open Positions and Extra Help

- Being reviewed by the Cabinet for corrections/updates
- To coordinate with HR for positions codes
- Extra help to be re-classified as part-time
- 20 hrs. per week is part-time

B. Commencement

- December 15, 2022
- El Dorado Conference Center
- Split ceremonies – 5:30 p.m. and 7:00 p.m.
- Guest speakers, Pledge, Prayer – pending slots

C. Convocation

- Thursday, January 3rd
- Program being developed
- Agenda to be sent out
- Mandatory training for faculty

VPFA

A. HR Updates –

B. Open Positions

- Data reviewed by the Cabinet (a complete listing of open positions is available on the web)

C. Facilities Updates

- AT&T – on site updating fiber lines

D. MOF (Method of Finance) – Legislative meeting upcoming

E. Jenzabar Training

- December 12th
- December 13th
- January 3rd
- January 4th
- January 5th

F. Herring Bank

- Moving forward in the process of disbursement of refunds

AVPF - Updates

- Staff attended Jenzabar training last week
- Adjustments being made/updated with labor audit
- Draft being developed to submit to legislative audit

AVPA - Updates

- Computers in classrooms are being replaced/updated
- Microsoft 365 – being reviewed

III. Announcements:

- Commencement – December 15, 2022 - ECC
(two ceremonies: 5:30 p.m. and 7:00 p.m.)