

Cabinet Meeting – December 2, 2020
West Campus – 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. Michael Murders
X		VP for Student Services (VPSS), Dr. Derek Moore
X		Vice President for Finance & Administration (VPFA), Mr. Carey Tucker
X		Associate VP for Administration (AVPA), Dr. Tim Kirk
	X	Associate VP for Institutional Planning & Academic Support (AVPIP/AS), Dr. Stephanie Tully-Dartez

I. Action

A. Approval of Minutes – November 18, 2020 - Approved

President

VPAA

A. Revised Faculty Manual – APM 3.19 - Approved

VPSS

VPFA

AVPA

AVPIP/AS

II. Discussion

President

A. SSCH (Semester Student Credit Hours) – Data was shared/reviewed with the Cabinet

B. Remote Work – Being reviewed again for January 2021

C. Zoom Meeting – A zoom meeting will be scheduled for Monday, December 7th to discuss the following:

- a. SSCH
- b. Budget
- c. Course Fees
- d. Annual Credential Completer Goals

(Dr. Wallace will send out the invite)

VPAA

A. Commencement Update – The Cabinet made the decision to cancel Commencement in order to provide more safety precautions (Dr. Wallace will send out detailed information)

B. Spring Term Academic Scenarios:

- a. The Spring schedule will be followed (start date of January 11th)
- b. Start on time

VPSS

A. ACC Enrollment Report – Data was shared/reviewed with the Cabinet

1. The purpose of the report:

- to highlight any equity gaps
- to inform of potential impact per Productivity Funding

B. Faculty Advising – Two more Faculty Advisors have been added

C. New Student Orientation (online)– Fall 2020 Semester is the first for “online new student orientation”

D. Athletics – Protocol from NJCAA has been received

VPFA

- A. HR Update – Available/open positions were shared with the Cabinet (a complete listing is on the web)
- B. Facilities Update
 - Gym – The groundwork has started for the Generator
 - Warren – MOU is being discussed

AVPA

AVPIP/AS

III. Grant Updates/Progress Reports

- A. Grant Development
- B. **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline)** – Dr. Tully-Dartez
- C. **DOJ (Department of Justice) Consortium**– Dr. Moore – Consortium members will participate in virtual NASPA Strategies Conference; Safe Colleges Software for Prevention and Awareness Training was approved
- D. **Verizon** - Dr. Murders –
- E. **Verizon Food Pantry Grant** – Dr. Moore -
- F. **Delta Regional Authority (DRA)** – Culinary – Dr. Tully-Dartez
- G. **Early College/Career Coach grant** – Dr. Moore – Working on Spring Concurrent Enrollments
- H. **Mentor-Links Grant** – Dr. Murders -
- I. **Career Pathways** – Dr. Moore – Preparing for Fall Book Return / Spring Pick-Up
- J. **Upward Bound** – Dr. Moore – Preparing for Annual Performance Report/APR and will reach out to RMA
- K. **NSF Grant** – Dr. Murders -
- L. **JAG (Jobs for America's Graduates)** – Dr. Moore – Advertising for Career Coach Position will begin soon
- M. **Perkins** – Dr. Moore – Received commendations from recent compliance review

IV. Announcements

- November Book Drive (Boss/Brotherhood of Scholarship & Service Student Club)
- Starting in November, Career Services functions will be held on Thursday's in the Learning Center (ADMN – 109C)