

**Cabinet Meeting – September 5, 2023**  
**ADM Board Room – 8:30 a.m. – 10:30 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
		VP for Finance & Administration (VPFA), <b>Vacant</b>
X		Associate VP for Finance (AVPF), Ms. Ann Southall
X		Associate VP for Administration (AVPA), Dr. Tim Kirk
Guest		Gabe Schroeder, Christy Wilson, Brandi Cotterman

**I. Action**

- a. Personal Services Request – Edits proposed by Cabinet, to be approved outside of Cabinet Meetings after further edits.
- b. Approval of Minutes – August 29 – Approved
- c. Approve Emergency Operations Plan – Cabinet members will have a separate meeting to review plan.
- d. Approve ITH for VPFA – Will be approved via email correspondence to receive Cabinet feedback.