

**CABINET MEETING
MINUTES**

Wednesday, November 29, 2023

November

Members	15	29			
Dr. Russ Deaton	X	X			
Brett Stoller	X	X			
Dr. Terri Day	X	A			
Dr. Emily Short	A	X			
Karen Mitchell	A	X			
Nick Bishop	X	X			
Greg McCalley	X	X			
Tami Wallace	X	X			
Lori Cutrell	X	X			
Faculty Council Speaker Laura Black	X	A			
Professional Staff Council Chair Meredith Young	X	X			
Staff Council Chair Darrell Rogers	A	X			
Recorder Karen Waller	X	X			

Others in Attendance:

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION / FOLLOW-UP
CALL TO ORDER	9:30 AM	
2025-2026 Academic Calendar	<p>Discussion:</p> <ul style="list-style-type: none"> • Short submitted the calendar for review/approval of academic dates only <p>Conclusion/Recommendation</p> <ul style="list-style-type: none"> • Motion carried to approve as presented 	Motion carried to approve as presented.
VSCC Policy: TBR Policy: 5.01.01.10 Holidays	<p>Discussion:</p> <ul style="list-style-type: none"> • Request for approval to delete VSCC Policy V 02 10 Holidays and adopt TBR Policy 5.01.01.10 Holidays • TBR added Juneteenth as a holiday which increases from seven to eight paid holidays for full-time employees <p>Conclusion/Recommendation:</p> <ul style="list-style-type: none"> • Motion carried to adopt TBR Policy 5.01.01.10 Holidays 	Motion carried to adopt TBR Policy 5.01.01.10 Holidays.
Holiday Luncheon Proposed Date - Dec. 11	<p>Discussion:</p> <ul style="list-style-type: none"> • Proposed date and time for Gallatin Campus <p>Conclusion/Recommendation:</p> <ul style="list-style-type: none"> • Gallatin Campus Luncheon - Dec. 11 from 11:00 to 1:30; UC Centers Luncheon – Dec. 8 from 11:00 – 1:00; Springfield Center Luncheon – Dec. 13 from 11:30 – 1:30 • Offices will be closed during the events 	Gallatin Campus Luncheon - Dec. 11 from 11:00 to 1:30 UC Centers Luncheon – Dec. 8 from 11:00 – 1:00; Springfield Center Luncheon – Dec. 13 from 11:30 – 1:30 Offices will be closed during the events
Purchasing – POs, ProCards & Payments (Duplicate)	<p>Discussion:</p> <ul style="list-style-type: none"> • Reviewed a list of issues Purchasing is having with ProCard and PO usage • Duplicate Payments: If a purchase can be made by purchase order a requisition should be created and the invoice should never be paid with the procard • POs are the preferred method of purchasing • Quarterly ProCard audits 	
Travel Policy Enforcement	<p>Discussion:</p> <ul style="list-style-type: none"> • Per the policy out of state travel must be preapproved • Preapprovals must state: Where, cost, explanation for travel • Consider limitations if several employees request to travel to the same conference 	
FYI/ANNOUNCEMENT	<ul style="list-style-type: none"> • SFFA Review/Summary First review - Jan. 10 cabinet meeting • Two finalists selected for VPAA position – Campus interviews will be conducted Dec. 14 	
ADJOURNMENT	There being no further business, the meeting adjourned.	Meeting adjourned at 10:50am