

**CABINET MEETING  
MINUTES**

**Wednesday, April 20, 2022**

April

Members	20				
<b>Dr. Orinthia Montague</b>	<b>X</b>				
<b>Beth Carpenter</b>	<b>X</b>				
<b>Dr. Jennifer Brezina</b>	<b>X</b>				
<b>Dr. Emily Short</b>	<b>X</b>				
<b>Karen Mitchell</b>	<b>X</b>				
<b>Nick Bishop</b>	<b>X</b>				
<b>Tami Wallace</b>	<b>X</b>				
<b>Lori Cutrell</b>	<b>X</b>				
<b>Faculty Council Speaker Jennifer James</b>	<b>X</b>				
<b>Professional Staff Council Chair Meredith Young</b>	<b>X</b>				
<b>Staff Council Chair Darrell Rogers</b>	<b>X</b>				
<b>Recorder Karen Waller</b>	<b>X</b>				

**Others in Attendance: Merritt McKinney**

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION / FOLLOW-UP
<b>2022-23 Proposed College Committee Membership (Merritt McKinney)</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• McKinney presented recommendations on behalf of the College Steering Committee for review/approval</li> <li>• Action Item One: Changes to the guidelines <ul style="list-style-type: none"> <li>○ make it possible in certain cases for employees to serve on committees before they complete a full year of employment</li> <li>○ change “representative from library faculty” to “representative from library” on Curriculum Committee and Intellectual Property Advisory Committee</li> <li>○ proposed changes to the Internal Instructional Assessment Committee to remove duties related to online education</li> <li>○ changes to the suggested meeting schedule for committees</li> </ul> </li> <li>• Action Item Two: Steering Committee identified and voted to fill vacant committee positions for the 2022-2023 academic year</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Motion carried to approve the recommendations as presented</li> <li>• Mitchell will send email out with information concerning the Foundation Committee Membership</li> <li>• Reexamine the recruitment email that typically goes out in the Fall</li> </ul>	<p>Motion carried to approve the recommendations as presented.</p> <p>Mitchell will send email out with information concerning the Foundation Committee Membership.</p> <p>Reexamine the recruitment email that typically goes out in the Fall.</p>
<b>Trousdale Turner Correctional Center Education Taskforce</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Vol State and Core Civic are looking at ways to deliver education and training to the population at the Trousdale facility</li> <li>• Need to identify staff for implementation team</li> <li>• Possible articulation between Vol State and Ashland College (Ashland provides general education courses and bachelor’s degrees via an online format to Correctional Corporations of America facilities)</li> <li>• Need representatives to be assigned to the taskforce to help develop and implement plans for service delivery</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Recommendations of employees to be on the taskforce: Rhonda Gregory, Sidney Hardyway, Darrell Rodgers, Terry Bubb, Pam Carry, Jean Colello, Tami Wallace, Tim Amyx, Kathy Breeding</li> </ul>	
<b>Holiday Schedules – 2023 &amp; 2024</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Cutrell presented the 2023 &amp; 2024 TBR holiday schedules for approval</li> <li>• Reviewed proposed lists of holidays schedules for the next two years</li> </ul>	<p>Cutrell will send out for a vote the Holiday Schedule</p>

	<ul style="list-style-type: none"> <li>TBR requested the holiday schedule for 2023 &amp; 2024 with a due date of May 13</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>Cutrell will send out for a vote the Holiday Schedule vs. bringing it back to the May 4 Cabinet meeting</li> <li>Once votes are submitted/received the selected schedule will be sent to TBR</li> </ul>	vs. bringing it back to the May 4 Cabinet meeting
<b>Budget</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Carpenter shared the TBR budget instructions</li> <li>Due date is May 6, 2022</li> <li>Only submit emergency requests during this time</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>Submit proposal now; possibly revise in October</li> <li>The Proposed Budget will be submitted to TBR for approval at the June Board meeting</li> </ul>	The Proposed Budget will be submitted to TBR for approval at the June Board meeting.
<b>FYI AND ANNOUNCEMENTS</b>	<p><b>Discussion:</b></p> <p><b>Dr. Montague</b></p> <ul style="list-style-type: none"> <li>Spring Commencement –light reception for students after ceremony; Guest Speaker – Carol Bucy Wallace</li> <li>Softball Game Saturday, April 23 – will also honor Coach Lynn for 1000 Vol State win</li> <li>Bluegrass BBQ at Livingston Campus – July 7, 2022</li> </ul>	
<b>ADJOURNMENT</b>	There being no further business, the meeting adjourned.	Meeting adjourned at <b>10:15</b> a.m.