

**CABINET MEETING  
MINUTES**

Wednesday, July 27, 2022

July

Members	13	27			
<b>Dr. Orinthia Montague</b>	<b>X</b>	<b>X</b>			
<b>Beth Carpenter</b>	<b>X</b>	<b>X</b>			
<b>Dr. Jennifer Brezina</b>	<b>X</b>	<b>X</b>			
<b>Dr. Emily Short</b>	<b>X</b>	<b>X</b>			
<b>Karen Mitchell</b>	<b>X</b>	<b>X</b>			
<b>Nick Bishop</b>	<b>X</b>	<b>X</b>			
<b>Mike Powell</b>	<b>X</b>	<b>A</b>			
<b>Tami Wallace</b>	<b>X</b>	<b>A</b>			
<b>Lori Cutrell</b>	<b>A</b>	<b>X</b>			
<b>Faculty Council Speaker Nan Blomgren</b>	<b>X</b>	<b>X</b>			
<b>Professional Staff Council Chair Meredith Young</b>	<b>X</b>	<b>X</b>			
<b>Staff Council Chair Darrell Rogers</b>	<b>X</b>	<b>A</b>			
<b>Recorder Karen Waller</b>	<b>X</b>	<b>X</b>			

**Others in Attendance:**

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION / FOLLOW-UP
<b>CALL TO ORDER</b>	9:00 AM	
<b>POLICY REVIEW SPREADSHEET</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Per VSCC policy 1 01 00 Approval of Institutional Policies and Procedures all existing policies should be reviewed by the responsible department once every five years unless revisions are needed prior to the review requirement</li> <li>• The review timeline can be found in the VSCC Campus Share in the policies folder</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Reminder to check timeline for due date</li> </ul>	
<b>DOD INSTITUTIONAL COMPLIANCE FEEDBACK REPORT</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Discussed findings and recommendations for corrections</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Send report to cabinet for review</li> </ul>	
<b>REGIONAL ADVISORY BOARDS FOR ROBERTSON COUNTY AND UPPER CUMBERLAND</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Bishop would like to assemble an Advising Board in the UC and in Robertson County</li> <li>• Consist of business owners/leaders, county chambers, legislators, K-12 personnel, internal employees...</li> <li>• Initial meeting with both Boards in September then start quarterly meetings in 2023</li> </ul>	
<b>FYI AND ANNOUNCEMENTS</b>	<p><b>Discussion:</b></p> <p><b>Montague</b></p> <ul style="list-style-type: none"> <li>• VP of Business and Finance – Brett Stoller was the selected candidate to move forward; contacting Stoller for next steps</li> <li>• Changes in Public Relations Office and ECD Office</li> <li>• Cabinet Retreat in September - Focus on Emotional Intelligence</li> </ul> <p><b>Brezina</b></p> <ul style="list-style-type: none"> <li>• Project Calypso RFP meeting August 28 –grant award amounts and timeline (applications due to be submitted to TBR by September 12. Brezina will send out additional information and a voting request for approval via email)</li> <li>• SACS Conference Update</li> </ul> <p><b>Short</b></p> <ul style="list-style-type: none"> <li>• Enrollment update: Numbers are slightly down; Last Campus Connect is July 29; Calling campaign; Holds lifted July 19</li> </ul> <p><b>Cutrell</b></p> <ul style="list-style-type: none"> <li>• Alternate work arrangements – training with supervisors begins next week; roll out for Fall</li> </ul> <p><b>Mitchell</b></p> <ul style="list-style-type: none"> <li>• Trustee Board Meeting and Trustee Tour/Orientation for new members – August 19</li> </ul>	<p>Project Calypso RFP - Brezina will send additional information and a voting request for approval via email. Applications are due September 12.</p>
<b>ADJOURNMENT</b>	There being no further business, the meeting adjourned.	Meeting adjourned at 10:15 AM