

**CABINET MEETING  
MINUTES**

**Wednesday, August 10, 2022**

**August**

<b>Members</b>	<b>10</b>				
<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 Nan Blomgren</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:**

TOPIC	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION / FOLLOW-UP
<b>CALL TO ORDER</b>	9:00 AM	
<b>CONGRESS TO CAMPUS PROGRAM</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Dr. Montague brought forward the Congress to Campus Program</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Consult with key faculty members (TLC/faculty/SGA)</li> <li>• Send information to Merritt McKinney/Scott McMillan/Tabitha Sherrell</li> </ul>	Congress to Campus Program information will be sent to Merritt McKinney/Scott McMillan/Tabitha Sherrell
<b>V 02 07 SICK LEAVE</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Request for approval to delete VSCC Policy V 02 07 Sick Leave and adopt TBR Policy 5.01.07 Sick Leave</li> <li>• TBR added “All eligible employees (regular full-time and regular part-time) will accrue sick leave after working more than 50% of the month.” This was probably added in the TBR revision (2014)</li> <li>• The section on “Special Disabled Veterans Sick Leave Accrual.” Special Disabled Veterans of 30% or more disability will be granted an additional 36 hours of sick leave each year to specifically cover additional medical appointments. (June 17, 2022)</li> <li>• TBR added a section on “Return to Work” which states “may require a written release to return to work.”</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Motion carried to adopt TBR Policy 5.01.07 Sick Leave</li> </ul>	Motion carried to adopt TBR Policy 5.01.07 Sick Leave
<b>V 06 04 FACULTY COMPENSATION DURING SUMMER SESSION</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Updates on TBR 5.02.04.10 Faculty Compensation During Summer Session - VSCC adopted TBR policy (September 30, 2019)</li> <li>• Maymester will continue to be compensated at a rate of 1/32 of academic year salary.</li> <li>• Teaching assignments not part of summer session are paid at overload rates.</li> <li>• Approval for part-time employees’ additional employment is not required.</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Establishing procedures and practice for Vol State</li> </ul>	Establishing procedures and practice for Vol State
<b>V 01 20 OUTSIDE EMPLOYMENT AND EXTRA COMPENSATION FOR ADDITIONAL ASSIGNMENTS</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Updates on TBR 05.01.05.00 Outside Employment and Extra Compensation for Additional Assignments - VSCC adopted TBR policy (September 09, 2019)</li> <li>• Approval for part-time employees’ additional employment is not required.</li> <li>• All employees must disclose potential outside employment prior to hiring.</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>• HR will send policy information/requirements to campus</li> </ul>	HR will send policy information/requirements to campus

<b>DUAL CREDIT TESTING FEE</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Request to reinstate the dual credit testing fee</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>Motion carried to approve as presented; students will be charged \$25.00 per dual credit test</li> </ul>	<p>Motion carried to approve as presented; students will be charged \$25.00 per dual credit test</p>
<b>FYI AND ANNOUNCEMENTS</b>	<p><b>Discussion:</b></p> <p><b>Montague</b></p> <ul style="list-style-type: none"> <li>Brett Stoller, new VP for Business and Finance and Greg McCalley, new VP for IERPA, begins September 1; both will be attending Convocation on August 16</li> <li>Convocation - Zoom link will be sent out tomorrow</li> <li>Achieving the Dream Coaches - Meetings August 16-17 with campus teams</li> <li>AVP Business and Finance reposted - Combined Purchasing and Accounting, salary raised</li> </ul> <p><b>Short</b></p> <ul style="list-style-type: none"> <li>Enrollment Update – HC down 3%; FTE down 2.5%</li> <li>Received a request for a letter of support from Trevecca Nazarene to start nursing program. Request was denied since we have our own nursing program.</li> </ul> <p><b>Mitchell</b></p> <ul style="list-style-type: none"> <li>Golf tournament raised more than \$20k</li> <li>Completing the Dream</li> </ul>	
<b>ADJOURNMENT</b>	<p>There being no further business, the meeting adjourned.</p>	<p>Meeting adjourned at 11:05 AM</p>