

**PRESIDENT'S CABINET MEETING**  
**January 4, 2022**  
**MINUTES**

**CALLED TO ORDER**

9:05 a.m.

**ADJOURNED**

10:00 a.m.

**MEMBERS PRESENT**

Bob Austin; Kevin Ball; Tamara Clunis; Cara Crowley; Cheryl Jones; Russell Lowery-Hart; Chris Sharp; Joe Bill Sherrod; Denese Skinner; Mark White (virtual)

**MEMBERS ABSENT**

**OTHERS PRESENT**

Joy Brenneman; Cindy Lanham

**DISCUSSION:**

1. PAYROLL	Jones Lanham
<p>Ms. Jones and Cindy Lanham provided an update on payroll processes. On Saturday, January 8, 2022, the transition to bi-weekly payroll for all employees will be completed for the payroll ending Friday, January 14. They expect the rollover to bi-weekly payroll to run smoothly and correctly.</p> <p>Ms. Lanham expressed concern about the number of unsubmitted or unapproved time sheets and asked for Cabinet support and assistance. There were 43 unsubmitted or unapproved time sheets for this last payroll. HR will check to see what communication tools might be available through Colleague and will send out a recurring calendar reminder to all supervisors on the Thursday before time sheets are due. Supervisors must approve time for employees even if they have not submitted a time sheet, but may hold their employees accountable. HR will provide Cabinet members with a list of their downline supervisors.</p> <p>Faculty will receive level-up stipends to adjust for the changes caused by the move to bi-weekly. There are spreadsheets available in HR for each faculty member detailing their pay. The sick leave/vacation buy backs will be paid as stipends.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• None</li></ul>	

2. OTHER	Cabinet
<p>Dr. Lowery-Hart discussed General Assembly. The college will close at 11:00 and allow employees to finish up their day, grab lunch on their own, and meet at the Globe News Center at 1:00 pm. General Assembly should conclude no later than 3:30 pm and employees will be dismissed for the day. Topics to be covered include:</p> <ul style="list-style-type: none"><li>• Employee Benefits<ul style="list-style-type: none"><li>○ New chaplain, Adam Gray</li><li>○ Mental Health services</li><li>○ Weight Watchers program</li><li>○ T-Mobile</li></ul></li><li>• Cybersecurity with Shane Hepler and/or Eric McElroy</li><li>• Data report card with Collin Witherspoon who will explain how to log in and use the dashboards.</li><li>• Construction Updates</li></ul> <p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>• General Assembly Committee is meeting this week to begin planning.</li></ul>	

