

**PRESIDENT'S CABINET MEETING**  
**November 5, 2024**  
**MINUTES**

**CALLED TO ORDER**

9:06 am

**ADJOURNED**

10:22 am

**MEMBERS PRESENT**

Bob Austin, Kevin Ball, Denese Skinner, Chris Sharp, Joe Bill Sherrod, Dr. Frank Sobey, Mark White

**MEMBERS ABSENT**

**OTHERS PRESENT**

Ally Greenwood, Executive Assistant, recorder

Joy Brenneman, Executive Assistant

**DISCUSSION:**

<b>1. AC QUILT</b>	<b>SKINNER</b>
<p>Ms. Brenneman raised the topic of the AC quilt, a beautiful piece crafted for the college's 75th anniversary that celebrates different aspects of the institution and previously hung in the Oak Room. The Cabinet considered whether to rehang the quilt and, if so, where it would best honor the college's legacy. Mr. Ball expressed support for its rehang, and Ms. Skinner hoped a suitable spot could be found in the library. Mr. Sharp and Mr. Ball offered to identify an appropriate location, with Mr. Sharp suggesting the new entrance to the conference center as a potential display area.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li>Mr. Sharp and Mr. Ball will find a home for the quilt.</li></ul>	
<b>2. SDF – CONTINUING HEALTH CARE</b>	<b>SOBEY</b>
<p>Dr. Sobey discussed the Skills Development Fund (SDF) grant, which supports workforce training in the healthcare sector. He highlighted the college's history with SDF grants and emphasized their value in enhancing workforce pathways, meeting employer needs, and leading to certifications. Dr. Sobey discussed implementing a streamlined approval process for these grants.</p>	
<p>Mr. Austin motioned to approve the proposed approach, seconded by Mr. Ball, and the motion passed unanimously.</p>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"><li></li></ul>	
<b>3. SICK LEAVE POOL</b>	<b>WHITE</b>
<p>Mr. White presented a discussion on modifying the eligibility requirements for participation in the sick leave pool. After consulting with Ms. Skinner and HR, it was ultimately recommended not to make changes. Mr. White emphasized the importance of aligning the sick leave pool policy with the Family and Medical Leave Act (FMLA) to ensure consistency and clear guidelines. He highlighted FMLA's requirements, including a one-year employment threshold and strict medical documentation standards, which provide structured guardrails. The Cabinet engaged in a discussion on the matter, considering the implications of maintaining alignment with FMLA.</p>	

<b>Action Items:</b> No changes will be made to the sick leave pool eligibility requirements.	

<b>4. Alcohol at Graduation Reception</b>	<b>SKINNER</b>
Mr. Sherrod discussed a conversation regarding alcohol for graduation reception, Cabinet deliberated and decided to not provide alcohol at the graduation reception but increase the food budget.	
<b>Action Items:</b> Alcohol will not be served at the graduation reception.	

<b>STUDENT HANDBOOKS FOR PROGRAMS</b>	<b>SKINNER</b>
Cabinet discussed the need to make sure all handbooks specific to programs should align with our Title IX policy and procedures. HR will work with Academic Affairs leadership to ensure compliance.	
<b>Action Items:</b>	

<b>1. OTHER DISCUSSION</b> <b>Update on 100<sup>th</sup> Anniversary History Book funding</b>	<b>CABINET</b>
Mr. White shared that he had spoken with a donor, who committed \$25,000 toward the cost of the history book.	
<b>Action Items:</b>	