

President's Cabinet Action Notes **October 29, 2024**

1. Cabinet reviewed and commented on the following standing items:
 - a. Marketing and Public Affairs provided the following updates to Cabinet:
 - Yen provided an update regarding graphic design assistance and branding effects due to not replacing the Graphic Coordinator position. To balance the workload, Marketing will be reducing support to projects by about 50%. The team will be prioritizing high-impact and essential projects. They will be creating templates that can be used by groups on campus and will no longer be able to create flyers for certain events or custom logos.
 - b. Cabinet approved the following revised job descriptions:
 - Program Account Technician (Revised)
 - Financial Aid Specialist (Revised)
 - c. Cabinet approved the Request to Fill Log for the following positions:
 - Coordinator, Project/Program (Student Services)
 - Animal Farm Operations Specialist
 - Upward Bound Academic Specialist (Restricted Funds)
 - d. Cabinet received the following enrollment updates:
 - The School of Continuing Education LVN program is interviewing applicants this week.
 - Madelyn thanked those who attended the SCE Open House.
 - Credit enrollment for Winter is currently 1,949 FTES, with the following modalities: 70% online and 30% hybrid or face-to-face. FTES are tracking lower than last Winter. Instruction has set the FTES target for Winter 2025 at 2,627.
 2. Adrienne Price presented the following Grant Proposal Approval Summary Form:
 - High Road Training Partnership: Healthcare – The grant application was approved to be submitted.
 3. Cabinet discussed and provided feedback on 90-day Remote Work plans.
 4. Cabinet approved the move of the Audio-Visual Services Department from Technical Services to Information Technology. The team will work under the direction of Chris Schroeder. Services will not change; Audio Visual Services will continue to provide service to the entire campus.
 5. Cabinet reviewed and discussed management contract renewals that will be presented at the November 13, 2024, Board Meeting for consideration of approval.
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