

Cabinet Summary July 9, 2019

Excused: Lew

Previous meeting summary – Jill

Values moment

- Franca – Travels and mention of Randy (all four!)
- Randy – American Dining Services (encourage excellence)

Retreat agenda

- Reviewed agenda and approach for topics.
- **Randy send reading by the end of the week.**

Exempt versus non-exempt

- Discussed job descriptions.
- Crystal recommended sending all PA job descriptions to Charles Spagnoli for review.
- Job descriptions in SIRS need to be reviewed to make sure they are the most current as well as for accuracy.

HR update/first impressions

- Crystal shared first impressions of the department and function.

President's Office coverage

- Randy talked about mid-year replacement and coverage needs.
- More to come.

Other

- Randy - Consider using administrators meetings for supervisors' institutes.
- Steph – Student Affairs redesign and letterhead usage. Use remaining letterhead before moving to new office names, etc.
- Franca – received re-entry (training) grant \$1.4 million.