

President's Cabinet Meeting Minutes

November 21, 2022

1. Gift Cards: Marsha Mathews stated that a new policy establishing the approval process for purchase (and acceptance) of gift cards is being developed. This process will require monitoring/tracking for audit purposes. More information will be forthcoming.
2. Policy Reviews/Updates: PA-04-01 Payroll Payday edits were approved by Cabinet. The only changes are (1) to update language to reflect the way that hours are currently reported and (2) to remove reference to work study since standard timesheets are used by work study students. Cabinet also considered changes to GA-26-01 Admin Closing/Inclement Weather; GA-13-01 Emergency Procedure/Fire/Bomb; GA-18-04 Web Publishing; and AA-03-01 Late Registration. These policy changes need further review and will be brought back to Cabinet after the new year.
3. Legislative Luncheon Update: The annual legislative luncheon will be November 22 at 11:00 a.m. Eastern. Jewelry TV is hosting the luncheon at their facility. Dr. Whaley still wants to schedule a luncheon for legislators on the western part of the service area. Once we hear back from Speaker of the House, Cameron Sexton, we will schedule the event, probably on a Friday in January.
4. Christmas Campus Event: This year the Christmas campus tour and celebration will be December 15 on the Oak Ridge Campus from 12:00 p.m. to 2:00 p.m. Eastern. Supervisors are encouraged to permit their direct reports to attend if they wish to.