



## President's Cabinet Meeting Minutes

**Date:** September 9, 2015

**Location:** George Washington Hall, Room 303

**Present:** President's Cabinet: Richard Hurley, President; Leah Cox, Special Assistant to the President for Diversity and Inclusion; Sabrina Johnson, Associate Vice President of Human Resources and Affirmative Action; Jonathan Levin, Provost; Salvatore Meringolo, Vice President for Advancement and University Relations; Richard Pearce, Vice President for Administration and Finance; Jeffrey Rountree, CEO, UMW Foundation; Juliette Landphair, Vice President for Student Affairs; Martin Wilder, Chief of Staff; Kimberley B. Williams, Associate Provost for Enrollment Management

Additional: Carrie Nee, Assistant Attorney General; Pam Verbeck, Executive Office Manager

### 1. Proposed Calendar/Holiday Discussion

*Presented by President Hurley and Sabrina Johnson, Associate VP for Human Resources and Affirmative Action*

- President Hurley addressed the fact that UMW employees have traditionally worked on Labor Day and opened the suggestion to close on that holiday for Cabinet discussion. It's really a matter of class hours.
- Sabrina Johnson discussed the issue of exceeding the Governor's approved holiday hours.
- President Hurley asked Provost Levin to have a discussion with the Deans.

### 2. Protocol

*Presented by Marty Wilder, Chief of Staff*

- Dr. Wilder addressed that all be more cognizant of formalities when dealing with the Board of Visitors during meetings.
- Presentations and reports need to be consistent and follow the standard reporting formatting.
- Always use the University logo and Times New Roman 12 as the standard font on reports.
- Communications with Board members should be channeled through President Hurley or Rector Cuellar, with the exception of communications with Board liaisons.

### 3. Minors Policy Update

*Presented by Sabrina Johnson, Associate VP for Human Resources and Affirmative Action*

- The Minors Policy E.3.9.6. is active. It requires background checks for faculty and students who will have involvement with minors. Department of Social Services requires training and documentation of background check and training completion.
4. Access to All UMW Faculty and Staff Email Group  
*Presented by Sabrina Johnson, Associate VP for Human Resources and Affirmative Action*
    - The current list of faculty/staff who have access to the *All UMW Faculty and Staff* email group was distributed. Each Cabinet member was given a copy and asked to review who should have access to these distribution lists.
    - Torre Meringolo urges faculty and staff to use EagleEye for announcements.
  5. Great Colleges to Work For/Workplace Culture  
*Presented by Sabrina Johnson, Associate VP for Human Resources and Affirmative Action*
    - Even with morale issues, there are many employees who are happy to work at UMW.
    - The survey will roll out to employees in January, with results expected by April, 2016.
  6. Weekend Campus Engagement  
*Presented by Juliette Landphair, VP for Student Affairs*
    - There is focus on making more weekend activities available to students, as well as how to get the word out about activities effectively with students.
  7. Student Employment  
*Presented by Kimberley Williams, Associate Provost for Enrollment Management*
    - Student Employment is housed in Financial Aid.
    - Student employment is now considered a “job” versus financial aid.
    - The Cabinet discussed the feasibility of moving student employment under another umbrella.
  8. Woodard (What will it be called going forward?)  
*Presented by Jonathan Levin, Provost*
    - The name “Woodard Campus Center” will no longer be applicable when the Department of Business moves in and occupies the building. It will now be referred to as Woodard Hall. Signage needs to be updated, as well as labeling on the online virtual tour.
  9. Dining Services Hours  
*Presented by President Hurley*
    - The President Cabinet discussed the concern that there are not any late-night dining options that meal swipes can be used for.

**Announcements:**

President Hurley:

- Shared a letter from an appreciative parent regarding her positive experiences during student move-in day.

Jonathan Levin:

- An alternate course model and a strategic planning forum will be held this week.

Leah Cox:

- The online sexual assault course went live last week. To date, approximately 500-600 students have completed the required training.
- A civility forum has been planned.

Jeff Rountree:

- There is a contract for purchase of a farm that the Foundation holds.

Torre Meringolo:

- We have a named gift for the arena in the Anderson Center (Ron Rosner). The dedication will be held on December 16, 2015.
- Dancing with the Fredericksburg Stars will be held on September 26. Proceeds fund a performing arts scholarship.

Rick Pearce:

- A parking pilot is being considered for freshman.
- A pilot is being considered for digitizing textbooks, which will save students money.
- Self-licensing is getting more prominent in collegiate stores.

Juliette Landphair:

- Would like to consider whether or not to call freshmen "first-year" or "freshmen."

Kimberley Johnson:

- Early decision applications are coming in.

Marty Wilder:

- Thanked the Cabinet members that spent time with the Presidential Search firm during the recent forums.

**Upcoming Meetings:**

September 16 – President’s Cabinet Meeting, 2-4 p.m., GW 303

September 23 – Leadership Council Meeting, 2-4 p.m., Lee Hall, Room 412

September 30 – President’s Cabinet Meeting, 2-4 p.m., GW 303