President’s Cabinet
Meeting Minutes

Date: April 22, 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; 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; Doug Searcy, Vice President for Student Affairs; Martin Wilder, Chief of Staff; Kimberley B. Williams, Associate Provost for Enrollment Management

Additional: Anna Billingsley, Associate Vice President for University Relations; Tera Kovanès, Director of Internal Audit; Carrie Nee, Assistant Attorney General; Pam Verbeck, Executive Office Manager

1. MyTime Implementation
   Presented by Jonathan Levin, Provost
   - The CAS department chairs wrote a letter expressing their dissatisfaction with MyTime.
   - Faculty members feel as though they are spending more time doing administrative tasks.
   - In the short term, they think they can do automated punches for lunch schedules for some, and open schedules for those that need.
   - Rick Pearce said that there are still some bugs that are being worked on, as well as figuring out what changes can be made in Kronos.

2. Discussion about Communication
   Presented by JR Hipple, Consultant
   - President Hurley introduced JR Hipple, Consultant in Communications
   - Given all that has happened recently on campus, a discussion was held about messaging and communication.

3. 2015-2016 Admissions Events; Space Reservations
   Presented by Kimberley Williams, Associate Provost for Enrollment Management
   - There have been some challenges reserving space for Admissions events.
   - Discussion was held about pre-planning for space usage for Admission events.