



## 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 Kovanes, 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.