



## President's Cabinet Meeting Minutes

**Date:** Wednesday, May 8, 2013

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

**Present:** President's Cabinet: Richard Hurley, President; Meta Braymer, Vice President for Economic Development and Regional Engagement; Leah Cox, Special Assistant to the President for Diversity and Inclusion; Salvatore Meringolo, Vice President for Advancement and University Relations; Ian Newbould, Interim Provost; Richard Pearce, Vice President for Administration and Finance; Jeffrey Rountree, CEO, UMW Foundation; Douglas Searcy, Vice President for Student Affairs; Martin Wilder, Chief of Staff

Additional: Anna Billingsley, Associate Vice President of University Relations; Melina Downs, Publications Coordinator; Sabrina Johnson, Associate Vice President for Human Resources and Affirmative Action; Marty Morrison, Director of News and Public Information; Pam Verbeck, Executive Office Manager; Susan Worrell, Special Assistant to the President for University Events

**Documents:** EagleEye Content Contributor Role, Policy on Broadcast Emails, AP Leave Payout Policy

1. Employee Appreciation Event

*Presented by Susan Worrell, Special Assistant to the President for University Events*

- Reviewed the Employee Awards Ceremony schedule, which will be held at 10:30 a.m. on Monday, May 13 in Dodd Auditorium.

2. EagleEye Content Contributor Role

*Presented by Melina Downs, Publications Coordinator*

- In an effort to increase internal communication, Cabinet members were asked to nominate content contributors within their divisions who could be responsible for regular updates to the EagleEye. The goal is to increase announcements in EagleEye in order to decrease the volume of broadcast emails.
- All nominations should be made by July 1 for training to take place this summer.
- Melina Downs will be responsible for managing content for new digital signage that will be added around campus in the fall.

3. Leave Payouts

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

- The AP Leave Payout policy was reviewed with regards to AP faculty who resign.

4. Administrative and Professional Faculty Appraisals

*Presented by Richard Hurley, President*

- President Hurley will be scheduling appraisals for Cabinet members in the next month.

5. Announcements:

- The Diversity Academy will be held on Tuesday, May 14. *Leah Cox*

- The 2014 Martin Luther King speaker will be Ernest Green, who was a part of the "Little Rock Nine." *Leah Cox*

- The Student Transition Program (STP) summer class size is down by half for this summer.

- Richard Pearce suggested that the University offer assistance to students as they move out of their dorms, similar to the move-in assistance at the beginning of the year. *Richard Pearce*

- UMW won the overall Capital Athletic Conference Championship. *Doug Searcy*

- The Commonwealth Girl Scout Leadership Institute wants to hold their summer conference at UMW in 2014. *Meta Braymer*