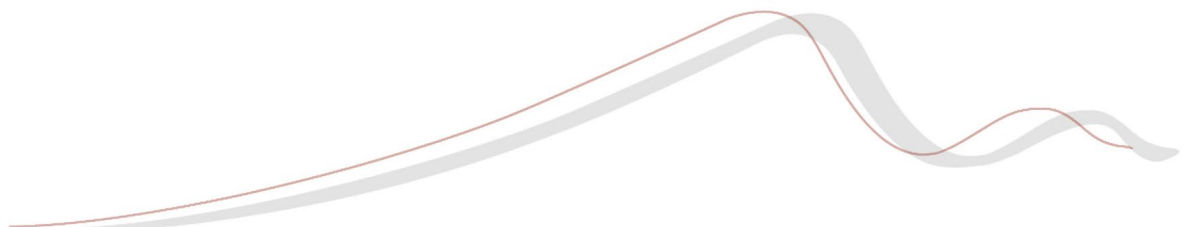


## **President's Cabinet Action Notes** **November 26, 2024**

1. Cabinet reviewed and commented on the following standing items:
  - a. Cabinet reviewed and approved the following revised job descriptions:
    - [Custodian I](#) (Revised)
    - [Custodian II](#) (Area Lead) (Revised)
    - [Coordinator, Custodial Services](#) (Revised)
    - [Grounds and Horticultural Technician I](#) (Revised)
    - [Grounds and Horticultural Technician II \(Athletics/Heavy Equipment\)](#) (Revised)
    - [Coordinator, Grounds and Horticulture](#) (Revised)
  - b. Cabinet reviewed and approved the [Request to Fill Log](#) for the following position:
    - [International Student Services Specialist](#)
  - c. Cabinet received the following diversity, equity, inclusion, social justice, anti-racism, and accessibility update:
    - Student Services participated in a training on how to better serve students and adults with disabilities.
2. Adrienne Price presented the following Grant Proposal Approval Summary Form:
  - [IUSE: Innovation in Two-Year College STEM Education \(ITYC\)](#) - The grant application was approved to be submitted.
  - [IUSE: Innovation in Two-Year College STEM Education \(ITYC\)](#) - The grant application was approved to be submitted.
  - [Song-Brown Registered Nurse Education Programs](#) - The grant application was approved to be submitted.
3. Cabinet reviewed a revised calendar of [2025-2026 Registration Dates](#). There was an error in a previously reported calendar: 2025-2025 schedule of registration is: Fall semester registration begins - Wednesday, May 7<sup>th</sup>; Winter session registration begins - Wednesday, September 24<sup>th</sup>; Spring semester registration begins - Wednesday, November 12<sup>th</sup>, and Summer session registration begins - Wednesday, March 25<sup>th</sup>.
4. A reminder from Administrative Services that there will be no heating or air conditioning functioning over the campus winter break. A communication notification will be distributed to inform the campus community.
5. College leadership will participate in an Emergency Operations Center table-top exercise on January 31<sup>st</sup>.



6. The following Administrative Procedures were reviewed:

- [AP 7120 – Recruitment and Hiring: Faculty](#) (Revised) – It was recommended to review this AP in AMAC
- [AP 6700 – Campus Events and Use of Facilities](#) (Revised) – Approved with minor modifications to move forward for PAC review.
- [AP 3500 – Campus Safety](#) (Revised) – Approved with minor modifications to move forward for PAC review.
- [AP 7110 – Delegation of Authority](#) (Revised) – Approved to move forward for PAC review.