

President's Cabinet Action Notes **December 12, 2023**

1. Cabinet reviewed and commented on the following standing items:
 - a. Marketing and Public Affairs provided the following updates to Cabinet:
 - The process timeline for the new mascot selection has been established. The survey is open to the public and closes on Friday, 3,300 responses received as of now. The workgroup will begin debating the next steps and direction for design based on the results of the survey.
 - b. Cabinet approved the job description for the following position:
 - [Lead Electrician](#) (Revised)
 - c. Cabinet approved the [Request to Fill Log](#) for the following positions:
 - [Administrative Specialist IV](#) (Business Division)
 - [Admissions and Records Specialist III](#)
 - [Chief, Police and Campus Safety](#)
 - [Director, Accounting](#)
 - [Financial Aid Specialist](#)
 - [Medical Assistant](#)
 - [Registered Nurse Practitioner](#)
 - d. Cabinet received the following enrollment updates:
 - School of Continuing Education has achieved a 270 FTES increase in comparison to Summer 2023 and approximately a 160 FTES increase in comparison to Fall 2023.
 - Credit FTES is trending approximately 1% above last Winter. We generate about 2,000 FTES during the Winter session. There was discussion about a concerted effort to retain the students who are currently enrolled.
2. Student Services departments are adjusting their hours during the end and beginning of the year. Through January 5th, most departments will be open from 8:00 a.m. to 4:30 p.m. The Student Center will remain open until 7:00 p.m. to assess utilization for the Winter for probable future consideration of operation hours.
3. Cabinet reviewed New Resource Allocation Phase 15 requests from [Administrative Services](#), [Human Resources](#), [Instruction](#), [School of Continuing Education](#), [Student Services](#), [Marketing](#), [Public Affairs](#), [Foundation](#), and the [President's Office](#). Initial allocations were made, with most position funding pending final state budget allocation, which should be reflected in the May 202 budget revise. Funding allocations for reclassifications are tentative; the positions must go through the appropriate institutional process to be approved. An email with approved NRA Phase 15 allocations will be sent to the campus in late January. If any changes are made after the May revise, an email will be sent communicating those changes.

