President’s Cabinet Minutes  
Monday, January 11, 2016  
Montesi Executive Center  

Present: Dr. John Smarrelli, Jr., Dr. Divya Choudhary, Mr. Steve Crisman, Dr. Tim Doyle, Mr. Greg Eller, Br. Dominic Ehrmantraut, Dr. Paul Haught, Ms. Carolyn Head, Dr. Anne Kenworthy, Mr. David Palmer, Mr. Brian Summers, and Ms. Wendy Sumner-Winter.  

Absent: Dr. James Moore  

Dr. John Smarrelli brought the meeting to order at 10:07 a.m. and asked Mr. Steve Crisman to lead the cabinet in prayer.  

Dr. Smarrelli welcomed everyone back from the holiday break. He stated that 2016 is off to a busy start and it promises to be a year of action. There will be an Executive Board meeting on Tuesday, January 12 and the focus will be a presentation from Archimania. The Rosa Deal School of Arts construction project is coming along and steel beams are being erected. In early February Credo will be on campus to lead the Community Day event which will focus on strategic planning. Many other projects are underway and there will be more to report in the months to come. Dr. Smarrelli thanked Dr. Divya Choudhary for her work with the new international students to our campus.  

The minutes of November 23, 2015 were approved unanimously.  

DISCUSSION ITEMS  

Enrollment Update (Dr. Anne Kenworthy)  

Dr. Kenworthy reported applications are up 4% and admits are up 30% for Day Admissions. The enrollment goal for Fall 2016 stands at 320. The CAPS program is showing modest and steady growth. They are currently working on a new Applied Health Associates of Science degree that will target local EMT and Paramedics. This new degree could potentially generate increased enrollment for CAPS. The new program will be presented for approval at the February Board of Trustees meeting. The Financial Aid office is still waiting to receive the final report from the audit completed in May 2015.  

Financial Update (Ms. Carolyn Head)  

Ms. Carolyn Head distributed Statement of Activities Forecast for FY 2016 (As of January 08, 2016) and reviewed the total revenues and expenses. Tuition is not yet finalized and financial aid has not yet posted. Housing is down by 60 beds and this number will not change. There was a short discussion about the current housing situation and Dr. Smarrelli asked Dr. Tim Doyle to provide Dr. Haught and Ms. Head with an analysis of the housing situation in advance of the next board meeting in February. Graduate Engineering tuition exceeds forecasted numbers. Once numbers are finalized we may need to revisit certain areas to find additional savings as part of our commitment to the compensation plan.  

Ms. Head distributed Government Funds Balance Sheet as of November 30, 2015 which is a new format for presenting financial reports. These reports are now generated directly from Banner. Ms. Head reviewed the categories of Unrestricted Operating, Unrestricted Other, Restricted, Loan Fund, Endowment Fund, and Plant Fund. The first page of the report reflects Assets and Liabilities and the second page reflects Revenues and Expenses. In the future, each month will be closed as a period and we will be able to compare numbers year to year and view/track trends. Ms. Head indicated that these reports will be shared with the President’s Budget Committee.
**SACS and Search Updates (Dr. Paul Haught)**

Dr. Haught gave an update on the SACS – 5th Year Report. All the reports have been submitted to Dr. Buscher and he will be assembling the narrative. We are ahead of schedule and everything is in good order. Dr. Smarrelli shared that he serves on the board of SACS and the areas of Institutional Effectiveness and Finances are looked at very closely on these reports. Dr. Haught indicated that there will need to be assessment changes across the board before the next report in 2021.

Ms. Dana Sayre-Stanhope, the consultant for the PA program, is on campus this semester and will be reporting directly to Dr. Haught. She has an office in PA -3rd floor Barry Hall and will be living in the University House. Ms. Sayre-Stanhope will be assisting CBU with the ARC-PA application.

Regarding recent job searches, the position of Instructional Designer has been filled and there will be two on-campus interviews next week for the position of Dean of School of Sciences. The search for the position of Dean of Academic Services has been unsuccessful and the position may need to be rewritten. The current staff in Academic Services is picking up the additional workload and are performing flawlessly.

Dr. Haught and Dr. Smarrelli shared confidential information about some recent developments in educational initiatives in the Memphis community. More information will be shared publicly at a later date.

**CBU Policy for Employee Salary Advance (Dr. Paul Haught)**

Dr. Haught asked the Cabinet to review section 3.5.7 Salary Advances from the Personnel Handbook. There was a general discussion about the current policy and whether it should be eliminated or perhaps modified. Mr. Greg Eller will research salary advance policies in other schools and report his findings back to the Cabinet.

**OTHER BUSINESS**

Mr. Steve Crisman gave an update on the job search for the position of Development Director. Interviews were held last week and the search was narrowed down to two very good candidates. The two finalists will be on campus next week and Mr. Crisman indicated there will be opportunities for VP’s to meet with candidates.

Mr. Crisman distributed “KEY” Cultivation Events Upcoming and emphasized several opportunities for signing of the steel beams/girders in the new Rosa Deal School of Arts. Faculty, Staff, Students, Brothers, retired faculty of the School of Arts, Alumni, and Trustees will be encouraged to take part in this celebration. Mr. Crisman will update some of the dates and times on the handout and redistribute the list to the campus community.

Ms. Wendy Sumner-Winter gave a report on the EOY Campaign (End of Year). Total amount raised was approximately $78K which was an increase from last year.

Mr. Greg Eller provided a few updates from the HR Department. The Affordable Care Act requires CBU to provide each employee with a 1095-C form showing Offer of Coverage information for full-time employees and their dependents. The form was to be distributed by February 1, 2016, but it has now been delayed to March 31. This form will be needed by each individual when they file their 2015 Federal Income Taxes to meet the Individual Health Coverage mandate or pay a penalty for not having health care coverage during 2015. Mr. Eller reminded the Cabinet about the upcoming Ultimate Supervisor Training Seminar on January 25 in Montesi Executive Center. Additional employees are welcome to attend by sending HR an email. HR needs completed Workers Compensation Travel Data form completed by January 15.

The meeting was adjourned at 11:30 am. The next Cabinet meeting will be held on February 29, 2016.

Melanie Bremer
Executive Assistant to the President