

Cabinet Meeting Notes October 24, 2012

2013-14 Budget Process - FASP co-chairs, Lynda McMaster-Schuyler and Paul Gemmiti, met with Officer in Charge, Candace Vancko, VP of Business and Finance, Carol Bishop, and Director of Business Affairs, Carol Vosatka to finalize the budget process for the 2013-2014 academic year with the following timeline:

- Budget request forms will be distributed shortly
- Forms are to be submitted to Budget Office no later than 12/3 (late submission jeopardizes consideration)
- FASP reviews requests 12/18
- FASP meets with budget holders 1/14
- FASP reports to Cabinet by 1/24
- Cabinet approves replacement/new faculty/staff lines by 2/7

Middle States Requirement/Strategic Plan - Cabinet members will prepare short written reports pertaining to their areas of responsibility relative to the strategic plan and update cabinet members on a monthly basis.

New Quad Celebration – Vice Presidents Ackerknecht and LaGatta will form a team to celebrate the opening of the new quad.