

# **Executive Council Minutes**

## **January 21, 2020**

**Present: Dr. Peggy Doss, Alex Becker, Dr. Moses Goldmon, Crystal Halley, Linda Rushing, Jeff Weaver, Christy Pace**

1. Operating Procedures

Operating Procedure 200.1 states that Executive Council will review procedures annually. In future meetings, Vice Chancellors will be given a section of operating procedures to review and bring back to the next meeting for discussion.

2. Summer Office Hours

Executive Council discussed summer officer hours, noting that a decision needs to be made soon so that the campus can be notified.

3. Crisis Management Plan Update

A review of the current emergency management plan will be conducted. Mr. Weaver will communicate with the appropriate personnel to review the plan and oversee updates.

4. Critical Personnel

Due to the recent storms and campus closure, critical personnel was discussed. Those employees will remain to be identified by vice chancellors in each situation.

5. Prior Approval of Overtime

As a reminder, the prior approval of overtime form should be completed prior to the work being done.

6. Enrollment Report

To date, there are currently 96 students who need to finalize. More enrollment details will be given after census, which is January 23.

7. Budget

A budget report will be provided after census, since students are still being finalized. The FY 21 budget is being reviewed line by line and more information will be presented soon.

8. FY 21 Budget Presentations

Vice Chancellors discussed options on how budget presentations will be conducted for next fiscal year.