

## **President's Cabinet Action Notes** **May 21, 2024**

1. Cabinet reviewed and commented on the following standing items:
  - a. Cabinet approved the following new and revised job descriptions:
    - [Director, Library](#) (Revised)
    - [Director, Admissions and Records](#) (New)
    - [Director, Career Center](#) (New)
    - [Director, Student Life](#) (Revised)
    - [Assistant Director, Admissions and Records](#) (Revised)
  - b. Cabinet approved the [Request to Fill Log](#) for the following positions:
    - [Administrative Specialist III](#) (Business Division)
    - [Benefits Specialist](#)
    - [Sergeant, Police and Campus Safety](#)
2. Koji Uesugi and Kevin Owen provided a Commencement 2024 update to Cabinet. There were changes recommended in the program order. These changes will be communicated to the Commencement Committee and presenters.
3. The Pride Center will be transitioning from Instruction to Student Services, effective July 1, 2024. Kelly and Melba are working on a plan to ensure a smooth transition.

