

**Nicholson School of Communication and Media**

UCF Downtown Campus

500 West Livingston Street

Orlando, FL 32801

**Nicholson School of Communication and Media**

**Cabinet Meeting**

**Monday, April 17, 2023**

**10 a.m. – 12 p.m.**

**Tentative Agenda**

10:00 a.m. - Administrative Issues/Updates

* Communication - Harry
* Film and Mass Media - Lisa
* Games and Interactive Media - Natalie
* FIEA - Ben

10:15 a.m. – NSCM Topics

* Graduate Faculty Update - Tim
* Faculty Activity Reports - Kim
* Status of Faculty Interviews - Debbie
* Status of Staff Searches - Robert
* Adjuncts for 2023-2024 - Robert
* Communication and Outreach - Katie
* Staff Retreat Planning – Ann
* Report on Committee Elections - Ann

10:45 a.m. - Budget

* Summer Employment Agreements – Lisa and Robert
* Budget Planning for 2023-2024 – Robert

11:00 a.m. - Engagement and Retention

* Accessibility Issues - Jen

11:15 a.m. - End-of-Year Celebration

* Recognition and Awards Lists - Robert
* Internal and External Promotion – Katie and Ryan
* Related Activities to Promote Programs – ADs

11:45 a.m. – Announcements and Other Items

* 2023 Day of Giving Report