

Cabinet Meeting – Wednesday, May 13, 2015  
Administration Building Board Room  
Minutes

President, Dr. Barbara Jones  
Vice President for Learning, Dr. Mickey Best  
Vice President for Student Services, Dr. Jim Bullock  
Chief Information Officer, Dr. Tim Kirk  
Chief Institutional Effectiveness & Advancement Officer, Dr. Stephanie Tully-Dartez  
Interim Chief Administrative Services Officer, Dr. Michael Chikeleze  
Interim Chief Financial Officer, Mr. Bruce Hankins

## I. Action

Approval of Minutes – May 5, 2015 – [Approved as amended](#)

### VPL

A. Consideration of Prior Learning Assessment (PLA) proposal – [Approved with edits and clarifications](#)

### CIO

A. Review options to eliminate use of the caps lock by data entry personnel; requesting authorization at the May 18<sup>th</sup> cabinet meeting to implement a domain policy to enforce data entry practice following review by cabinet members with their direct reports.

### Interim CASO

A. 2015-16 Holiday schedule

## II. Discussion

### President

- A. HPOG Grant – [Health Professions Opportunity Grant – similar to CPI](#)
- B. DRA Grant
- C. Workforce Planning Grant
- D. Vice President for Finance and Administration
- E. Highway Department Initiative
- F. AMTC

### VPL

- A. Staff Grievance report filing and archiving – [Dr. Best and Dr. Chikeleze to discuss](#)
- B. Spring 2015 Commencement *script*

### Interim CASO

A. Annual performance evaluation progress. [Progress report](#)

## III. Announcements

### President

- A. Reminder: Barb's Wire
- B. Transfer institutions – [See what our neighbors are offering.](#)

### VPL

- A. Employee Recognition Brunch – Wednesday, May 13 – [Very good; just suggested to shorten a little.](#)
- B. Graduation – Friday, May 15 – [Line up at 6:30 p.m.](#)
- C. ACAP Graduation – Thursday, May 14<sup>th</sup> at Workforce Center

### VPSS

- A. Carl Perkins Site Visit – [Training session](#)
- B. National Society of Leadership and Success SouthArk Chapter –
  - [42 members](#)
  - [Live and archivable lecture series](#)
- C. SGA Update
  - [6 members attending statewide leadership training at ASU-Beebe](#)
  - [Leadership training at National Conference; Dr. Hicks, Dr. Bullock and 2 students.](#)
- D. Clery Training – [Vanessa Williams and Dr. Chikeleze](#)
- E. Student Success Webpage – [Developing training. Schedule proposed. Students and Staff to be trained.](#)

#### CIO

- A. ERP migration milestone: Initial data extraction from POISE will occur this Wednesday (May 13) and be sent to Jenzabar for mapping analysis.
- B. Reduction of computer life cycle base – 2015 decommissioning to commence immediately following final sign off by VP for Learning and Division Deans
  - HSC354 (27) – decommission (should desks be relocated to another computer lab [Hold for new building]?)
  - TEC126 (24) – Laptop Cart A – decommission and allocate to replace obsolete equipment and create a circulation pool for travelling staff and faculty
  - WFD110 (24) – decommission and relocate equipment to WFD105 (Process Technology to use equipment in IND125 or IND119)
  - Conduct review of programmatic computer needs on East Campus (Mickey Best & Ray Winiecki)
- C. The scripts syncing students' Active Directory and Novell accounts have been modified to permit students to use the password reset functionality in the port to select individual password – their initial password will remain unchanged – support materials to be sent to ALL-STUDENTS 7 SACC-ALL

#### Interim CASO

- A. Timesheet/Leave Ad Hoc Committee Update
  - [Reviewed Dr. Kirk's electronic template for timesheet.](#)
  - [Ad Hoc committee reviewed and approved.](#)