

Administrative Affairs Council

**MEETING MINUTES**

Friday, June 20, 2014

10:45 a.m., Admin Board Room

The following were present: Dr. Tim Kirk, Chair; Dr. Belinda Aaron; Carl Blake; Bruce Hankins; Graham Peterson; Becky Riggs; Ann Southall; John Spencer; and Carol Modica-Smith (Recorder)

Members not present: Valerie Lewis, Heath Waldrop

Opened meeting at 10:45 a.m.

**Action Items**:

* Recommendation for Cabinet to prioritize the addition of alarm installation in the WHT Classroom building as budget permits.
* Will remove three cameras from the Conference Center and relocate around the campus. Graham will do a walk around to determine where cameras will be located, and where key panels will be placed in each building.
* Recommend reconfiguring employee dashboard and requiring all employees to provide a phone number for contact.
* Motion received and seconded to send recommendation to Cabinet.
* Enter parking decal information into administrative data base.

**Discussion Items:**

* Graham Peterson, Dr. Kirk, and Carl Blake met with companyregarding magnetic locks and key cards**.**
* Staff can be trained to self-install, program and maintain key equipment.
* Dr. Aaron discussed the need to validate classified and non-classified time sheets for auditing purposes.
* Dr. Kirk previewed the Mycampus.southark.edu website and the various functions and capabilities of it. The website is currently available to staff and faculty, but now yet available to students. One goal of the website is to conveniently keep students informed of their college information.

Submitted: *Carol Modica-Smith*