

Cabinet Meeting
Monday, July 7, 2014
3:00 p.m., West Campus – Administration Building Board Room
Minutes/Notes

I. Approval of June 30, 2014 Meeting Minutes – approved.

II. Issues for Discussion

Dr. Barbra Jones, President

A. Advanced Manufacturing Training Center

Dr. Belinda Aaron, VPFA

B. Summer Session start dates

- earlier start than in the past
- impacted the business office, bookstore, and purchasing (business year-end and beginning)
- suggest changing dates for summer 2016

C. Payroll Certification – draft forms reviewed and suggestions provided

D. Flex time – (professional staff)

- Flextime may be taken within pay period (if approved by supervisor)

Dr. Jim Bullock, VPSS

E. Request from faculty member for an emergency handbook written specifically for students

- Discussion: modify section of catalog specific to students

Dr. Holly Ayers, VPL

F. Convocation Schedule – Cabinet gave feedback on draft of fall convocation schedule. They were asked to solicit feedback on professional development topics. Dr. Bullock will research speaker for Behavioral Review Team Role.

III. Action

Dr. Ayers, VPL

A. Approval of Summer Commencement Program – Cabinet gave feedback on draft of August Commencement program.

IV. Announcements – no action

Dr. Ayers, VPL

A. DOL Grant update

- RAMP:UP Employer Summit – Wednesday, July 9th, in El Dorado
- AATYC Leadership Institute – Recommendations from VPs (Art Brown and Dr. Belinda Aaron)
- Catalog questions – review. Comments, questions, and edits are to be sent to Dr. Ayers

Dr. Bullock, VPSS

B. Update on recruiter/activities specialist position

C. PLA update

Dr. Tim Kirk, CIO

D. Jenzabar update

E. Portal update

Dr. Aaron, VPFA

F. Construction Projects update