

Cabinet Meeting
Monday, July 21, 2014
3:00 p.m., West Campus – Administration Building Board Room
Minutes/Notes

I. **Approval of Previous Meeting Minutes** – approved July 7, 2014 minutes.

II. Issues for Discussion

Dr. Barbara Jones, President

- A. Advanced Manufacturing Training Center
- architect prepared conceptual drawings for AMTC
 - Local industries have committed to donate some equipment for building

Dr. Belinda Aaron, VPFA

- B. Material Safety Data Sheets
- webinar attendee
 - considering purchasing/developing an E-binder of chemicals used
- C. Payroll Certification Records
- Forms reviewed and suggestions offered

Dr. Holly Ayers, VPL

- D. Proposed catalog revision process for 2015-2016
- Schedule of catalog review for next year – presented and discussed.
 - Current catalog has numerous errors and inconsistencies so will take a year to review and refine.
 - Suggested using Google Docs to edit
- E. Proposed Convocation schedule (draft)
- Reviewed and suggestions given
 - Revised convocation schedule to be emailed to Executive Cabinet for final review

Dr. Tim Kirk, CIO

- F. SPAM Event
- Phishing attacks resulted in significant increase in outbound SPAM
 - Some sites began rejecting our email (poor reputation)
 - Worked with vendor to tighten up rule set & determine compromised accounts (2)
 - Our email reputation has been restored as “good”

Dr. Jim Bullock, VPSS

- G. Is there a SouthArk logo shirts policy? Dr. Aaron is to investigate.

III. Action

IV. Announcements – no action

Dr. Ayers, VPL

- H. Site visit/program review updates
- CIT site visit – good visit – report due next week
- I. Grant updates
- DOL – July 24th (Thursday) advisory committee meeting
 - Innovation Team meeting (local)
- J. Search committee updates
- Secondary Technical Director (offered)
 - Library Support Tech (offered)
 - BLGY, OTA, RSTH, Adult Ed., E-learning Technician, Welding, PTEC and Mechanical (in progress)

Dr. Bullock, VPSS

- K. SouthArk received notification that it has been designated a Military Friendly School by Victory Media, placing it among the top 20% of 2- and 4-year schools nationally in the level of services it provides to military (active and veteran) students. Official public announcement will be made on September 23.
- L. Chamber of Commerce Leadership Class Presentation (Ayers and Bullock): Wednesday, 8 a.m., ECC
- M. CAO/CSAO Meeting at Pulaski Tech (Ayers and Bullock): Thursday, 10 a.m.-2 p.m.
- N. ADHE Orientation at SouthArk (Ayers and Bullock, et. al.): Tuesday, July 29, 10:30 a.m.-4 p.m.
- O. Recruiter/Activities Specialist: New employee Sarah Pasterniak to begin Wednesday, July 23
- P. Health Sciences Advisor, Lacey Carnahan, has given two-week notice in order to take a job at University of Missouri nearer her home

Dr. Kirk, CIO

- Q. Jenzabar update
 - Mycampus.southark.edu is online (replacing Campus Connect)
 - Tracking down glitches – passwords, customization, and PXquery module
- R. Workstation upgrades – summer 2014
 - WFD110 (the oldest is now the newest) – completed
 - IND119, TEC203, TEC 140, and WHT210 scheduled – 11 faculty/staff workstations (TBD)
- S. Emergency Parking Lot Phones
 - Contractor is mounting telephones
- T. Tim Kirk will be off campus next week to attend the 2014 Campus Technology conference

Dr. Jones, President

- U. Board of Trustees Retreat – Trustees said it was the best retreat ever.
- V. AR Legislature Joint Performance Review Committee, July 23rd – Process Technology and SWACCC/DOL – grant information (Jones and McConathy)
- W. STAND Foundation – need office and classroom space – 5 sessions per year