

**Cabinet Meeting**  
**Monday, August 4, 2014**  
**4:00 p.m., West Campus – Administration Building Board Room**  
**Minutes/Notes**

**I. Approval of Previous Meeting Minutes – July 28, 2014**

**II. Issues for Discussion**

Dr. Barbra Jones, President

- A. Calendar – Dr. Jones asked that committee/council meetings be posted to the college calendar on the website.
  1. Committee meetings
  2. Division meetings
  3. Planning Council
  4. Campus Conversations – end of Sept./Nov.; Feb./April
  5. Other? – HLC Committees
- B. Executive Cabinet & Planning retreat – August 11<sup>th</sup> 1P-5P – topics – box lunch to be provided
- C. Tax renewal project – ideas – \*send by Friday
- D. Proposed BOT Calendar – assessment presentations – on dates when there are no monitoring reports
- E. BOT President’s Goals for 2014-2015
- F. Diversity Adhoc Committee – identify by interested employees
- G. Fast Track Workforce Initiative - update
- H. APM review process – Dr. Aaron to lead review process and to provide recommended template.

Dr. Belinda Aaron, VPFA

- A. Benefits Committee – recommendations for members to serve; includes participation in November’s Benefits Day
- B. Organization Charts – need to be updated.

Dr. Holly Ayers, VPL

- A. Commencement Feedback
  - need monitors for state party (difficult to hear speakers)
  - 2 student marshalls needed
  - pre-grad announcement earlier
  - hand out diplomas upstairs because of congestion on first floor?
- B. Developing a Catalog Revision Timeline for 2015-2016
  - use Google.docs or other formats to edit/review catalog
- C. ADHE Workforce Survey Update-Due August 15 – Dr. Aaron and Dr. Ayers to complete

Dr. Jim Bullock, VPSS

- A. ADA Report – from Grace Palculict and Robyn Jardine
- B. Honors Program Update
- C. Status of Requiring Visible IDs of Students
- D. Enrollment Update
  - enrollment about same as last year on same date
  - low enrollment programs and classes discussed

Dr. Tim Kirk, CIO

- A. Jenzabar Update – trainers on campus next week

### III. Action

#### Dr. Aaron, VPFA

##### A. APM 2.36 Revision

- update work schedule – hours for non-teaching employees
- Approved – now reflects current hours of operation

#### Dr. Ayers, VPL

- ##### A. LON to place on Inactive status with ADHE – no action taken

### IV. Announcements – no action

#### Dr. Aaron, VPFA

- ##### A. Non-Classified Payroll Certification forms and Classified Time Sheets are now loaded in new SouthArk portal.
- ##### B. Employee Benefits Booklet – in final draft stage and should be posted to website & portal later this week.
- ##### C. Work Study budgets are now in place.
- ##### D. New employee orientation – process to automate begun but won't be ready before Convocation. Larry Powell is assigning a film student to begin filming in fall; instructions for participants to be distributed.
- ##### E. New employee in College Store began Friday, August 1st – Welcome Jason Rettig, Financial Support Specialist.

#### Dr. Ayers, VPL

- ##### A. City of Distinction Proposal Update
- ##### B. Educator's Breakfast-August 8 @ 7:30am
- ##### C. Search Committee Updates: OTA Program Director, RT Program Director, HIT Program Director

#### Dr. Jim Bullock

- ##### A. Student Services Retreat, Friday, Aug. 8, 8 a.m.-12 noon, East Campus