

Cabinet Meeting  
Monday, September 8, 2014  
Administration Building Board Room

**Meeting Minutes/Notes**

**I. Action**

Approval of Minutes – August 18, 2014 and August 29, 2014 – all approved with noted corrections.

**II. Discussion**

Dr. Barbara Jones, President

1. Catalog Schedule
  - a. Catalog committee  
Dr. Denise Robledo – Gail Norman, Deans, VPSS, VPFA  
Catalog formatting committee: Heath Waldrop, Marguerite Rodgers, Denise Robledo, Stephanie Tully-Dartez
2. Administrative Procedures Manual (APM) assignment – \*check on 3.0 policies
3. Commencement Speaker
  - Dr. David Rankin, December 2014
  - Bill Stovall, May 2015
4. Diversity Initiative
  - Track EEOC numbers for interviewees
  - Added verbage to “encourage minorities and women to apply.”
  - Expanded ads to other
  - HR look to Virtual Career Center
  - Activities – Envir Scan

Dr. Belinda Aaron, Vice President of Finance and Administration

5. Non-Classified Employee Payroll Certification Record – revised form for review.
  - Service, travel, on call should these be included in coding

Dr. Stephanie Tully-Dartez, Chief Institutional Effectiveness and Advancement Officer

6. Voluntary Framework of Accountability (VFA)
  - Dr. Tully-Dartez provided overview – Thurs. Deans meeting at 9AM
  - Collection of service hours
  - Validation of mission
  - Dr. Kirk to research if info can be collected through Jenzebar
7. Cabinet Webpages
  - Review and submit recommendations

Dr. Tim Kirk, Chief Information Officer

8. Alertus test / fire drill – should we plan one for this term?
  - Dr. Aaron to address with Safety Committee.
9. Any concerns with the proposed Jenzabar activity dates? (see attached)

### III. Announcements

#### Dr. Kirk

- The electrical work has been completed for the emergency phones, final fiber terminations are in progress (contractor is onsite), testing to begin tomorrow morning.
- As part of the department's business continuity planning, we will investigate moving core services to the cloud (e.g. Blackboard, Jenzabar EX, Email).
- The United Way campaign will begin on campus on Monday, September 15<sup>th</sup>.
- Jenzabar staff will be on campus next week to conduct Financial Aid & Admissions training.
- The Institutional Technology committee will meet next Tuesday at 5PM – please forward any agenda items.
- The Administrative Affairs Council will meet on Friday, Sep 20<sup>th</sup> – please forward any agenda items.
- The department is in the process of configuring equipment for a Wi-Fi upgrade.
- The department is continuing to roll out upgrades to faculty & staff workstations.

#### Dr. Jones

- VPL – Dr. Jones and Dr. Bullock dividing duties
- Ms. Lori Dodson started in President's office today, 9/8/14. (replacement for Kathy Waldrop)

Please review the list of upcoming events and let Susan know if there are any edits/additions.