

Cabinet Meeting – Monday, November 24, 2014
Administration Building Board Room
Minutes/Notes

I. Action

Approval of Minutes – November 10, 2014 and November 17, 2014 – approved with minor changes

Dr. Stephanie Tully-Dartez

- Endorsement of the college-wide student learner outcomes – (from Planning Council) – approved.

Dr. Belinda Aaron

- Business Office Tuition Refund Policy change request: The Business Office submitted a request to change the current refund of tuition and fees policy from refunds up to the 20th class day to refunds through the 11th class day. This policy change corresponds to most of the policies in Arkansas community colleges. The policy change request has been to the Administrative Council, Student Affairs Council, and the Planning Council which approved it Friday, November 21, 2014. Signage will be posted and handouts given to students when they register. – approved

II. Discussion

Dr. Barbara Jones, President

- Inclement Weather – Call Tree

Dr. Jim Bullock, Vice President for Student Services

- Military recruiters in classrooms and ECC – assign locations – one on West at ECC and one on East at McGehee building
- Granting degrees without graduation applications – asked ADHE – fine if no fee – send email to notify and ask they respond if they do not want a degree/certificate (opt-out) - approved

Dr. Belinda Aaron, Vice President for Finance and Administration

- Catastrophic Leave Bank creation: requested verbiage adding the opt-in option has been added; for review and action next week for submission to OP&M by December 5th. – review by next Monday

Dr. Tim Kirk, Chief Information Officer

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

- APM changes
 - Decision Tree/Shared Governance
 - Form/ Template – adopted
 - Checklist and Assignments – Lori to send out digital copy with assignments

III. Announcements

Dr. Barbara Jones, President

- coverage during holiday break
- branding of DL degree programs

Dr. Jim Bullock, Vice President of Student Services

Dr. Belinda Aaron, Vice President of Finance and Administration

- Tree crop harvest begins on east campus today by Watson Lumber and is anticipated to end by December 5th depending on weather. The parking lot behind the Workforce Building will be closed due to the heavy equipment and anticipated flying wood chips. School buses will be rerouted as well.

- The annual fixed assets inventory is occurring in all departments. This is an important internal control and requires attention to prevent audit findings. – Due December 18th
- There are currently four openings in Finance & Administrative Services: Finance Support Technician, Public Safety Officer, Switchboard Operator, Director of Administrative Services.
- No Christmas float in El Dorado Christmas Parade this year.

Dr. Tim Kirk, Chief Information Officer

- Network Upgrades:
 - IT staff will be swapping out switches in the Industrial Technology and Health Science Buildings on Friday, November 28th; there will be brief network outages as this work is performed.
 - IT staff will be swapping out switches in the Computer Technology Buildings on Friday, December 12th; there will be brief network outages as this work is performed.
 - IT staff will be swapping out switches in the Billy McGehee Classroom Buildings on Friday, December 19th; there will be brief network outages as this work is performed.
- Wi-Fi Expansion:
 - The new Wi-Fi controller has been installed and programmed. UserID/Password and hardware (MAC address) authentication have been successfully tested. IT staff have begun deploying the new access points (9) to area underserved by the existing access points (21). The older units will be phased out as budget permits.

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

- The Faculty Course Assessment Committee and the Academic Affairs Council have approved the following:
 - Adoption of a Course and Program Assessment Rubric for the review of faculty submitted assessment reports. – for Deans & Assessment Committee
 - Aggregation of non-identifying course evaluation results for committee use in the development of professional development activities.

Other discussion:

- Security of student information; student health records; employee applicants
- EDIE'S Village – approved funding through June 20, 2015 (\$12,500)