

Cabinet Meeting – Monday, February 16, 2015
Administration Building Board Room
Minutes

I. Action

Approval of Minutes – February 4, 2015 – approved

II. Discussion

Dr. Barbara Jones, President

- Weather
 1. If closed or delayed open – Dr. Kirk will robocall and email.
 2. CASO will consult with Dr. Jones on weather.
- Administrative Procedures Manual (APM) – Dr. Chikeleze
- Legislative Update

Dr. Jim Bullock, Vice President for Student Services

- Influenza Policy for Student – Dr. Bullock to report back on student illness.

Dr. Mickey Best, Vice President for Learning

- Fast Track Program

Mr. Lathan Hairston, Interim Vice President for Finance and Administration – 3% reduction in budget for 15/16.

- Budget Monitoring – Some deficit accounts that need some “clean up”.
- Budget Tuition Revenue for Summer – Tracking – Need to be sure to offer courses needed by students and the ones home for summer.
- Additional Revenue for State – If they work for another state agency – must report to AG and president.
- Mandate Child Reporting – Part of new employee orientation.
- Catastrophic Leave for Faculty – May amend existing policy to include professional staff and faculty.

Dr. Tim Kirk

- Workstation Lifecycle: Our installed base now exceeds 1,000 units and we are funding 100/year (see attachment). – Discussion – Dr. Best to address scheduling and space utilization of computer labs.

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

- Website – Issues being experienced due to “hacking”. Can use a back-up site. Blackboard is not impacted. Anything updated in the last 2-3 weeks on website was not on back-up website.
- Campaign for Summer targeting University Student – Need summer schedule soon to develop marketing.
- iPad for Katie Farrin, part-time assistant Marketing & Communications – approved.

III. Announcements

Dr. Barbara Jones, President

Dr. Jim Bullock, Vice President for Student Services

- HLC Update – Marguerite Rogers joined HLC Steering Committee. Writing has begun on “Chapters”. Compiling list of gaps. Dr. Chickeleze has joined as Compliance Chair, Dr. Best as co-chair.

Dr. Mickey Best, Vice President for Learning

- Pearson Vue – don’t give HIMA exam for Medical Coding.
- Jeanne Jones at ADHE – asking for remedial reading scores.
- Approved for CAN training in Warren.

Mr. Lathan Hairston, Interim Vice President for Finance and Administration

Dr. Tim Kirk, Chief Information Officer

- CIO has been asked to serve as a reviewer for the Campus Technology Innovators Award 2015
- “Launched in October, 2004, Campus Technology magazine replaced the highly respected Syllabus publication, a recognized leader in the coverage of technology on campus since 1988. Campus Technology continues to uphold Syllabus’ mission of serving as a complete resource for academic and administrative IT leaders in higher education – establishing a collaborative environment that promotes professional networking and global pedagogy.” <http://campustechnology.com/pages/about.aspx>
- IT Workstations – Automatic log-off required. This includes POISE. Dr. Kirk to send reminder out by email.

FYI:

- City Forum – Monday, February 16 at 6:00 pm
- African American Read-In – Tuesday, February 17 at noon
- Board of Trustees Meeting – Tuesday, February 17 at 3:45 pm
- Unity Service – Wednesday, February 18 at 7:00 pm
- Campus Conversations, East Campus – Thursday, February 19 at 11:00 am
- Union County Superintendent’s and Principal’s Meeting – Thursday, February 19 at 1:30 pm
- Campus Conversations, West Campus – Friday, February 20 at 9:00 am