

Cabinet Meeting – Thursday, March 26, 2015  
Administration Building Board Room  
Minutes

President, Dr. Barbara Jones  
Vice President for Learning, Dr. Mickey Best  
Vice President for Student Services, Dr. Jim Bullock  
Chief Information Officer, Dr. Tim Kirk  
Chief Institutional Effectiveness & Advancement Officer, Dr. Stephanie Tully-Dartez  
Interim Chief Administrative Services Officer, Dr. Michael Chikeleze – **call in**  
Interim Chief Financial Officer, Mr. Bruce Hankins

## I. Action

Approval of Minutes – March 16, 2015 – [approved with edits](#)

### VPL

- a. Approval of Plan to Evaluate Faculty  
[After a lengthy discussion the cabinet concurred with Dr. Best’s recommendation for changes to the Faculty Evaluation Summary Sheet. However, to complete the current year faculty evaluation process, a transitional plan must be developed and proposed. Dr. Best will bring this proposal to the Cabinet April 6<sup>th</sup>.](#)

### Chief CASO

- a. Section 702 Compliance Draft – (handout)  
[Residency Requirements for certain veterans –](#)
- [New policy related to students that are certain veterans.](#)
  - [We recommend adding policy to catalog, student handbook, and integrating into the admissions process.](#)

### CIEAO

- a. Website Policy –APM 5.32 – [approved with minor edits](#)

## II. Discussion

### President

- a. Fast Lane “roll out”
- [Dr. Best and Dr. Tully-Dartez to work out date to release.](#)
- b. Agenda for SAUM meeting
- [April 21<sup>st</sup>, send ideas to Dr. Jones.](#)
- c. Union County High School visits
- [To visit high school principals and superintendents to reemphasize our Early College Start offerings:](#)
    - [Concurrent courses](#)
    - [Digital learning](#)
    - [Bridge courses](#)
    - [Interest in Early College High School model](#)
    - [Secondary Career Center](#)
    - [Career Coach roles](#)
- d. Recruitment goals for college
- [Action plan for recruitment ideas. Dr. Bullock, Dr. Best, and Dr. Tully-Dartez to set date.](#)

### VPL

- a. Replace Chairperson of SouthArk Staff Grievance Committee
- [Suggestions for replacing Jamie McConathy](#)
  - [Bruce Hankins on committee and has agreed to serve as chair.](#)

### VPSS

- a. Possible dates for next installment in speaker series

- Tuesday, September 22, 2015 preferred.

### Interim VPFA

CIO - none

### CIEAO

- a. Website Training Plan
  - Going back to left hand page tab design. Web Editors will test the new site design in late April.
  - May 18<sup>th</sup> – Web Editor training
- b. Performance Based Funding Goals (PBF)
  - Dr. Tully-Dartez reviewed results and Cabinet discussed ways to increase performance on several indicators.
- c. Voluntary Framework of Accountability (VFA)
  - Dr. Tully-Dartez reviewed VFA outcomes and usage.
  - She will send out web link and all to look over and talk about usage in their departments.

### Interim CASO

- a. Construction Projects
  1. ABA loan
    - \$250,000 min. 10 year loan
    - Boiler for Whitfield and Administration Building, HVAC chilled water loop for TEC, and lighting to decrease energy costs.
  2. AMTC
    - 80% drawings to go to Board Committee and Board of Trustees. Hope to bid by May and break ground in July.
  3. Town House
    - Demolition by late April.
  4. MEP – Brown Engineering
    - On call engineering for mechanical area for college.
- b. Human Resources Projects
  1. APM review
    - Edits received from Dr. Bullock.
    - HR has some major changes Dr. Chikeleze is working on.
    - Dr. Chikeleze to meet with Dr. Best.
  2. Job descriptions
    - Faculty credentials
  3. Job posting templates
    - Ads, where posted, how charged, etc.
  4. Federal compliance
    - Working with Student Services and Dr. Bullock on areas – ADA, also emergency preparedness, Title IX, etc.
    - Plan for training by June 1<sup>st</sup> and done by October 1<sup>st</sup>. Vendor to present options for outsourcing, if we are interested (April 7<sup>th</sup>). Must reach every student and every employee.

### Interim CFO

- a. Budget –
  - Tuition and fees for review/approval for next Cabinet meeting – April 6<sup>th</sup>.
- b. Audit
  - Finishing up in next week
  - Lead auditor will meet with Bruce Hankins to discuss initial findings/outcomes.

## **III. Announcements**

President

- a. [SB212: Differentiated high school diploma bill.](#)

VPL - none

VPSS

- a. HLC Update – [Writing is happening. The HLC retreat was productive. The VPs/Chairs feel positive about progress to date.](#)
- b. Planned tour of high schools to promote digital learning, concurrent enrollment, etc.

Interim VPFA - none

CIO - none

CIEAO - none

Interim CASO - none

Interim CFO

- a. Audit Update

Next meeting: [Monday, April 6<sup>th</sup>.](#)