I. Action
Approval of Minutes – March 26, 2015 – approved with edits

Interim CFO
A. FY 2015/2016 Tuition and Fees proposal, discussion, and approval
B. Review of Final draft of budget on Thursday, April 9th.
   Budget, tuition and fees will be presented to Board of Trustees Finance Committee on April 14th.

CIEAO
A. Calendar Policy – approved with minor edits
   • Asked Bruce Hankins to contact Barry about digital signage procedure.

II. Discussion
President
A. SouthArk/SAUM joint deans’ meeting – draft agenda (handout)

VPSS
A. HLC Update
   • Team attended HLC Annual Meeting and will share insights to HLC Criterion team on Friday, April 13th.
B. Policy for determining who is on “business office hold” and not allowed to register
   • Dr. Bullock asked Bruce Hankins to identify what constitutes a “business office hold” and write a policy process.

CIO - none
A. Payroll certification form – there was considerable discussion at the administrative council about the form:
   1. Duplicate information submitted via leave forms
   2. Can require significant staff time
   3. Staff concerns about the purpose of the form and questions why staff, but not faculty, must complete form
   • Discussion – Previously, Dr. Aaron explained it as a “certification of attendance”. With grants, this documentation is essential. Bruce Hankins noted that with Jenzabar, we will have exception “time sheet” reporting. It will be electronic and tied to payroll. In the meantime, the HR department will provide prefilled templates reflecting holidays.

CIEAO
A. VFA – Demonstration of results – Thursday, April 16th at 3:00 pm in the Administrative Board Room.
B. Recruiting Retreat – Set for Thursday, April 23rd at 3:00 pm in the Administrative Board Room.
III. Announcements

VPSS
A. Perkins Grant for Welding
B. Student Recognition Ceremony, Tuesday, April 21, 2015, 7 p.m., ECC, Murphy I
C. Spring Fling, April 15, 10 a.m.-2 p.m., Lawn of the ECC (move to ECC, Murphy Hall in case of inclement weather)

CIO
A. Jenzabar staff will be on site April 14-16 for module training/training implementation (9:00 a.m.-12:00 p.m. & 1:00 p.m.-4:30 p.m.)
   Modules: General Ledger, Fixed Assets, Accounts Receivable, Purchasing, Accounts Payable, Payroll and Personnel
B. Chris Sullivant will be off campus this week (next week as well) – he has been checking his email and he and I text daily

Interim CFO
A. Audit update