

Cabinet Meeting – Monday, April 6, 2015  
Administration Building Board Room  
Minutes

President, Dr. Barbara Jones  
Vice President for Learning, Dr. Mickey Best (out sick today)  
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  
Interim Chief Financial Officer, Mr. Bruce Hankins

**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 9<sup>th</sup>.  
[Budget, tuition and fees will be presented to Board of Trustees Finance Committee on April 14<sup>th</sup>.](#)

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 13<sup>th</sup>.](#)
- 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 16<sup>th</sup> at 3:00 pm in the Administrative Board Room.](#)
- B. Recruiting Retreat – [Set for Thursday, April 23<sup>rd</sup> 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