

Cabinet Meeting – Monday, April 13, 2015
Administration Building Board Room
Agenda

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
Interim Chief Financial Officer, Mr. Bruce Hankins

I. Action

Approval of Minutes – April 6, 2015 – [approved with edits](#)

VPL

- A. Plan to Evaluate Faculty – Phase I approval (see attached)
 - [Approve as a “work in progress”.](#)
 - [Recommend Faculty Affairs to include charge for Faculty Evaluation.](#)
 - [No scores for self-assessment and outside duties \(2014-15\).](#)
 - [Expect Dr. Best to work with Faculty Affairs Committee during 2015-16 to finalize the Faculty Evaluation process and consider application to rank.](#)
 - [Expect regular update of committee work to Cabinet.](#)
 - [Make sure it aligns with APM 2.16.](#)
- B. Resignation of Genevieve White as Chair of SouthArk Academic Affairs Council (see attached)
 - [Faculty will meet April 23rd to reassign chairs and committee assignments.](#)
- C. Consideration for approval of “Cabinet Communication to Committee Form” (see attached)
 - [Use Cabinet minutes](#)

VPSS

- A. APM revision, Chapter 4
 - [Approved changes, updates, and edits made to 4.1 – 4.9 \(except 4.7\). No substantive procedural changes made.](#)
 - [4.10 & 4.11 to be brought for review next week.](#)

Interim CASO

- A. APM 2.36 Change
 - [Non-Faculty work schedule – after discussion, suggestion were made to add some clarification to I.A. Revised copy will be brought to meeting next week for review.](#)

Interim CFO

- A. Budget
 - [Draft budget reviewed.](#)

II. Discussion

President

- A. Recruitment for Summer/Fall
- B. AMTC Building plans – [To go to Board of Trustees Facilities/Real Estate Committee on April 14th.](#)
- C. Budget/Tuition/Fee requests – [To go to Board of Trustees Finance Committee on April 14th.](#)
- D. Master Plan project – [Update plan by on-call architects.](#)
- E. Legislative Review
- F. Faculty Credentials – HLC Policy

VPL

- A. “Administrator-in-Charge” protocol for coverage of VP, Deans, Directors when a person is absent from SouthArk – Discussion, no action.

VPSS

- A. Recruiting transition, effective April 27 - (Resignation) – temporary 20 hours person to be hired.
- B. HLC Gaps – List from committees to be compiled and shared at next Cabinet meeting.

Interim CASO

- A. FOIA email disclaimer
 - Approved language.
 - Dr. Kirk to investigate required method to implement.
- B. Compliance Training
 - Vendor demo last week.
 - Plan to be implemented in the fall.
 - Suggested using Blackboard shell course.
 - Dr. Chikeleze and Vanessa Williams to attend more training in Little Rock next Monday.
- C. APM Review Plan
 - Dividing up areas by Cabinet members.
 - Revisions in May.

III. Announcements

President

- A. Chamber Administrative Professionals Appreciation Luncheon Tuesday, April 22

VPL

- A. Dean of Continuing Education/Dean of Workforce Education job description is now ready and will be forwarding a recommendation for search committee to Dr. Jones
- B. Blackboard – Contract ends June 30th.

VPSS

- A. Visit to Warren High School, April 14
- B. Student Services Info Table in Whitfield to Encourage Enrollment, April 13-17
- C. Spring Fling, Wednesday, April 15 – inside ECC
- D. Student Recognition Ceremony, April 21 at 7:00 pm.

CIO

- A. Jenzabar staff will be on site April 14-16 for module training/implementation (9:00 am-12:00 pm & 1:00 pm-4:30 pm)
Modules: General Ledger, Fixed Assets, Accounts Receivable, Purchasing, Accounts Payable, Payroll, and Personnel
- B. Working with Jenzabar-Tulsa, we have successfully modified the scripts that create student accounts to capture students with packaged financial aid but have not registered for a course. This process will permit students to access campus connect and accept their financial aid the next business day after it has been packaged.
- C. Chris Sullivant will be off campus this week (Alex has been discharged but has outpatient procedures on Monday & Thursday; he still cannot walk on his own but is improving) – Chris has been checking his email and he and I text daily.

CIEAO

- A. Great Colleges to Work For Survey – Not notified when open, but could pay \$5,000 to continue. Decided to create our own.

B. Recruitment Retreat April 23, 3:00 – 6:00 pm

- Attendees: Academic Deans, Dean Inman, Heath Waldrop, Charley Hankins, Dr. Stephanie Tully-Dartez, Veronda Tatum, Recruiter, Perkins (Dean's suggestion), VPs
- Goals:
 - Establish goals per school district.
 - Establish goals by demographic.
 - Time and theme appropriate campaigns.
 - Identify program specific needs and funding.
 - Outline training needed for individuals acting as a recruiter.
 - May-August recruitment calendar and plan.

C. SouthArk App

D. Professional Development Committee (Staff & Faculty combined)

- Suggested reporting directly to Planning Council.
- Cabinet discussed and suggested it report through Administrative Council since it impacts all employees.

Interim CASO

A. PBL Conference