

Cabinet Meeting – Monday, April 27, 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 - **Absent**
Interim Chief Administrative Services Officer, Dr. Michael Chikeleze
Interim Chief Financial Officer, Mr. Bruce Hankins

I. Action

Approval of Minutes – April 13, 2015 -**Approved**

CIO

A. OIT staff have developed a program that will create a payroll/leave certification report for every employee with a leave record in POISE with a TRANSDATE within the last two months. The program compares leave against scheduled work hours to appropriate leave across multiple days. The program will also reference scheduled reductions in anticipated work hours for holiday and report these holiday reductions. Finally, the program will email individual employees their monthly payroll/leave certification report - sample reports to be distributed during the meeting.

- The program has no mechanism for distinguishing between faculty, professional staff, or classified staff.
- The program is written to certify the past month

**The Cabinet recommended to test the report this month with a small group of employees. If it works, implement for all in July.*

Interim CASO

A. SouthArk “Campus SAVE” Compliance

B. A.P.M. Changes (4.05, 2.35) and Schedule

- 4.05 – **Approved by Cabinet and ready for Board of Trustees review/approval.**
- 2.35 – **Approved by Cabinet and ready for Board of Trustees review/approval.**

C. Leadership Development Program

- **Approved to proceed with some suggested minor modifications**
- **A budget account will be established in President’s account for leadership development.**

II. Discussion

VPL

A. Faculty Plan of Evaluation – **Work in progress – student, classroom and peer observation forms to be used this Spring with general evaluation of outside classroom duties/responsibilities (rubric to be developed next fall).**

B. Gift for speaker at graduation. **Engraved clock, as given previously.**

Interim CASO

A. Time Certification Sheets/Leave Procedures/Work Schedules – **Dr. Kirk developed possible solutions.**

B. A.P.M. 2.23 Catastrophic Leave Bank Program – **Approved previously**

C. Evening Switchboard Coverage – **Coverage until 6 p.m. daily. A note to be posted on how to contact security guard at night and investigate installation of red phone.**

III. Announcements

VPL

- A. Completion of the May 2015 SouthArk Graduation “script”
- B. Student “Congratulations” letter (Dean’s letter)
- C. Fast Lane start up this summer.
- D. Deadlines:
 - April 30, 2015 – Complete “Outstanding Faculty of the Year” nomination process and Dean “Vote” for subsequent recommendation to _____.

CIO

- A. Chris Sullivant has returned to campus and resumed nearly normal work hours.
- B. Faculty, Staff, and students can now change their network password via the Help tab on the MyCampus.southark.edu portal. Users must correctly answer three challenge questions and select a password that meets Arkansas state requirements.

Interim CASO

- A. Employee Recognition Brunch (May 13) attendance & coverage
- B. Emergency preparedness tabletop discussion & drill
- C. Construction Updates
 - Demolition - Scheduled in April/May – land fill fees only
 - Stringfellow property
 - Signage
 - Removal of covered parking
 - Budget for clean-up
 - Internal Signage for room numbers (ADM, WHIT, HSC, BMG?).
 - ABA loan for energy efficiencies being investigated.