

Cabinet Meeting – Tuesday, May 5, 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
Interim Chief Financial Officer, Mr. Bruce Hankins

I. Action

Approval of Minutes – April 27, 2015 – approved as amended

VPL

- A. Distance Learning Policies and Procedures – Following discussion, the Cabinet suggested Dr. Best meet with Dr. Robledo to discuss some questions, clarification, and update for Distance Learning procedures.
- B. VPN access approvals – Dr. Kirk explained requests and issues related to giving VPN access.
 - VPN access requests will be handled on a case by case basis.
 - a. Donna Hendrix approved; related to use of specialized software.
 - b. Ray Winiecki's request was denied; it was determined that he can access the files needed.

Interim CASO

- A. APM Approvals for H.R. and Compliance
 - 6.05 – FMLA changed to match the OPM language.
 - 2.01 – Adding Dean to employment classification.
 - 2.02a – Selection of VPs
 - a. Change of title
 - b. Some selection process change
 - 2.02b – Edits
 - 2.02c – Non-classified edits
 - 2.02d – Edits
 - 2.02e – Minor edits
 - 2.15 – Change recommended notice
 - 2.17 – Edits
 - 2.18 – Edits
 - 2.28 – Edits
 - 2.35 – Edits

Interim CFO

- A. APM – Chapter 5 Updates – Send to Administrative Affairs Council to review.
 - 5.04, 5.04a – Travel
 - 5.04b – Travel authorization
 - 5.09 – Official functions

II. Discussion

President

- A. Workforce Planning Grants – Review and discussion on possible focus of planning grant application.

VPL

- A. Request by Faculty Affairs (K. Bridges) for VPL to present an overview of a “comprehensive plan”.
 - a. Faculty Evaluation: Dr. Best to work with faculty and deans on revision of Faculty Evaluation process. Scoring rubrics will be developed for non-classroom duties and overall evaluation.

- B. Faculty Affairs - reorganization inquiry
 - Meeting May 11th to assign committee chairs was proposed.

VPSS

- A. Enrollment Update
- B. May 21, June 2, June 4 – High School Visits to Union County Schools (see below)

CIEAO

- A. Action Items from Recruitment Retreat (defer to next meeting)
- B. Weave – Entry of data – Training to be offered. Some faculty entering results now.
- C. Use of VFA data – Meeting scheduled with student services and academic deans.

Interim CASO

- A. APM Review Process – Presented where we are in process. Requested extension until June Board meeting to enable completion of more policies.

Interim CFO

- A. FY 15 Merit bonuses – As approved by Governor – Recommend the merit Bonus plan for classified staff to Board of Trustees at May Meeting.
- B. FY 16 Cost of living increase – 1% COLA if state appropriations approved and fall enrollment maintained.

III. Announcements

President

- A. AHECB topics
- B. New Board of Trustees Orientation, May 11th
- C. Board of Trustees Retreat, July 31st
- D. Leadership Team Retreat – Date to be determined.
- E. Barb's Wire – asked for input.

VPSS

- A. Drs. Jones, Best, and Bullock will be visiting area high school administrators on their campuses during May and June to discuss concurrent enrollment, digital learning, and other college-readiness partnership possibilities:
 - Thursday, May 21, at 10 a.m., Smackover
 - Thursday, May 21, at 2 p.m., Westside Christian
 - Tuesday, June 2, at 1:30 p.m., Parkers Chapel
 - Thursday, June 4, at 10:30 a.m., Strong*Junction City to set a date.

Interim CASO

- A. Ad hoc Committee on Timesheet Certification to meet May 12.