

Cabinet Meeting – Monday, October 27, 2014  
Administration Building Board Room

Minutes/Notes

**I. Action**

- Approval of Minutes/Notes – October 20, 2014 - approved
- College Algebra Proposal for lab time. Cabinet approves addition of math lab time, now. The need for additional lab fee can be addressed during budget planning in spring.
- Campus Beautification Days. Cabinet approves coordinating fall and spring semester campus beautification days.
- Material Safety Data Sheets (MSDS) Purchase. Cabinet endorses the purchase of online MSDS subscription which will be available campus-wide.
- Fire Extinguisher Training at Spring Convocation. Cabinet approves recommendation for developing online manager training for fire extinguisher usage and for similar face-to-face training for all employees at Convocation.

**II. Discussion**

Dr. Barbara Jones, President

Jim Bullock, Vice President of Student Services

- Planning Mechanisms (CAS Standards, etc.)
- Status of Students Not Attending, Early Alert
  - 199 fall semester Early Alerts
  - Most faculty are participating
  - Advising review completed
  - Counseling thru initial phase
  - Other: Student Services areas to set timeline

Dr. Belinda Aaron, Vice President of Finance and Administration

Dr. Stephanie Tully-Dartez, Chief Institutional Effectiveness and Advancement Officer

- Website layout-discussion
- Ethics Policy-AD HOC committee to be appointed in Planning Council – Dr. Aaron to be cabinet representative.
- APM policy changes through the committees – Dr. Tully-Dartez to develop form and directions for change.

Dr. Tim Kirk, Chief Information Officer

- Jenzabar project kickoff – December 9<sup>th</sup> and 10<sup>th</sup>
- E-mail retention of deleted items – automatically empty Outlook email “trashcan” over Winter holiday
  - Migration of students to the “cloud” this summer
  - Need to gain disc space for storage of email

**III. Announcements**

Dr. Barbara Jones, President

- Fact Card Usage– to be posted later this week

Dr. Jim Bullock, Vice President of Student Services

- African-American Family and Friends Day, Saturday, February 21, 2015, at ECC – Workshop on engagement on civic matters

- American Legion Veterans Day Ceremony will be held at Court House this year. SouthArk will do an internally focused event on campus. **On November 11<sup>th</sup>**
- Check disbursement begins today so students with early alerts must get signatures from all of their faculty indicating that they are in good academic standing in order to receive their check. Emails are only acceptable if the student is exclusively distance learning and the learning center must also sign that they have completed two hours of tutoring.

Dr. Belinda Aaron, Vice President of Finance and Administration

- Great Arkansas Cleanup at both campuses this Friday from 9 a.m. to 3 m. – light lunch to be served
- New employment application online – **Thanks to Charley Hankins**

Dr. Stephanie Tully-Dartez, Chief Institutional Effectiveness and Advancement Officer

- The website policy was forwarded to Dr. Kirk for review by the technology committee
- **Weave demonstration, Wednesday, October 29<sup>th</sup>.**

Dr. Tim Kirk, Chief Information Officer