

Cabinet Meeting – Monday, June 1, 2015  
Administration Building Board Room  
Minutes

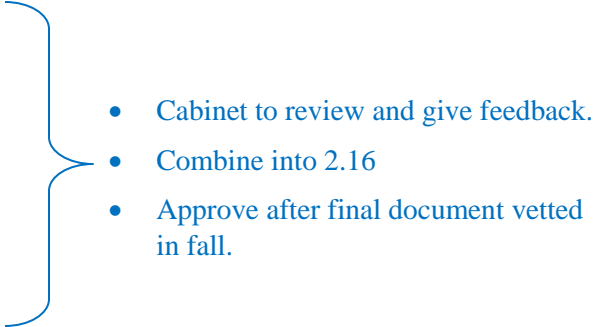
President, Dr. Barbara Jones  
Vice President for Learning, Dr. Mickey Best  
Vice President for Student Services, Dr. Jim Bullock  
Chief Information Officer, Dr. Tim Kirk – **In training**  
Chief Institutional Effectiveness & Advancement Officer, Dr. Stephanie Tully-Dartez  
Interim Chief Administrative Services Officer, Dr. Michael Chikeleze  
Interim Chief Financial Officer, Mr. Bruce Hankins

**I. Action**

Approval of Minutes – May 20, 2015 – **Approved with minor edits**

VPL

A. APM policy change consideration for

- 2.02b – Selection Process – Faculty – **Discussion; suggested revisions to be resent.**
  - 2.16 – Annual Faculty Evaluation
  - 2.16a – Annual Faculty Evaluation
  - 2.16b – Annual Faculty Evaluation
  - 2.16c – Annual Faculty Evaluation
  - 2.16d – Annual Faculty Evaluation – PORTFOLIO
  - 2.16e – Annual Faculty Evaluation – ASSESSMENT
  - 2.16f – Annual Faculty Evaluation – OBSERVATION
  - 2.16g – Annual Faculty Evaluation – OBSERVATION
  - 2.16h – Annual Faculty Evaluation – OBSERVATION
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- Cabinet to review and give feedback.
  - Combine into 2.16
  - Approve after final document vetted in fall.
- 2.20 – Tenure, Notice of Non-reappointment/Faculty Dismissal – **Referred to Dr. Chikeleze to review.**
  - 5.07 – Royalties from the Sale of Textbooks – **Approved with minor edits**
  - 5.07a – Royalties from the Sale of Textbooks – **Approved with minor edits**

CIEAO

A. APM policy change consideration for

- 1.03 – Planning Process
- 1.04a – Grant Approval Form – deletion – **Form to be placed on web portal.**
- 1.06a – Solicitation of Funds & Fund Raising Approval Form – deletion – **Form to be placed on web portal.**
- 3.01 – Shared Governance Structure (May require extensive discussion)
  - a. **Move to Section 1.10**
  - b. **Stephanie to send out document that shows changes made to “clean up and clarify” procedure (remove redundancy and contradictory information).**
  - c. **Once reviewed again, she will send to Planning Council to review.**
  - d. **Dr. Chikeleze to assign new number.**
  - e. **For committee assignments, Business & Technology or Career & Technical Education representation.**

Interim CASO

A. APM policy change consideration for

- 1.07 – Modification of the Administrative Procedures Manual (APM)

Interim CFO

- A. APM policy change consideration for
  - 5.15 – Tuition Refund Policy
    - a. Coming as a recommendation from the Administrative Affairs Council.
    - b. Approved schedule changes.
    - c. Schedule for delivery of Pell Scholarships will not change.
    - d. Conference center procedures, one left to be amended.

**II. Discussion**

President

- A. College Promise – Scholarship workday (like College Goal Sunday)
- B. Employee recruitment and retention – Ideas: “Employment pathways”; Faculty-direct recruiting
- C. VFA Outcomes and Use of Data – Dr. Bullock and Dr. Best to review data and suggest areas of focus.
- D. BOT retreat – July 31<sup>st</sup> ; Leadership retreat – July 30<sup>th</sup>
- E. Facilities Master Plan – Wesley Walls to be on campus June 11<sup>th</sup> to meet with the President, CASO and Director of Facilities on timeline.
- F. PBF Model and Redistribution of funds – ADHE amended policy reviewed.

VPL

- A. Blackboard Contract – Need to review and submit by June 12<sup>th</sup>.

**III. Announcements**

VPSS

- A. Enrollment Update – “Happy to report”

Term	Year 2014	Year 2015
1 <sup>st</sup> Summer	233	240
Long Summer	474	489
2 <sup>nd</sup> Summer	Starts July 6 <sup>th</sup>	

- B. New Hire: Chelsea King – Recruiter/Student Activities Specialist – Starts June 8<sup>th</sup>.
  - 31 applicants

CIO

- A. Jenzabar will be on Campus the next two weeks (June 8-19)
  - “Homework” worksheets are to be turned in to Dr. Kirk by Wednesday, June 3.

CIEAO

- A. SouthArk 4U Campaign – Discussion

\*Catalog Update – Waiting on CTE review – other academic reviews.  
 -- Send out electronically to cabinet to review.