

Cabinet Meeting – Monday, October 26, 2015
Administration Building Board Room – 3:00 P.M.
Minutes

<u>Present</u>	<u>Absent</u>	
<u> x </u>	<u> </u>	President, Dr. Barbara Jones
<u> x </u>	<u> </u>	Vice President for Finance and Administration, Mr. Carey Tucker
<u> </u>	<u> x </u>	Vice President for Learning, Dr. Mickey Best
<u> x </u>	<u> </u>	Vice President for Student Services, Dr. Jim Bullock
<u> x </u>	<u> </u>	Chief Information Officer, Dr. Tim Kirk
<u> x </u>	<u> </u>	Chief Institutional Effectiveness & Advancement Officer, Dr. Stephanie Tully-Dartez

I. Action

Approval of Minutes – October 8, 2015 – [Approved with minor changes.](#)

President

- Employee Holiday Event (brunch/change to potluck?) – Tuesday, December 15th – [Lunch Potluck](#)
- Employee Video for Spring Employee Recognition Ceremony
(Employee Club has discussed the idea of recording short videos of employees dancing to the song [not necessarily doing the dance] to the “Watch Me Song”.) – [Request an alternate proposal.](#)

VPFA

- Tree Campus USA Standards – <http://www.arborday.org/programs/treecampususa/standards.cfm>
 - [Establish a campus tree committee, campus tree care plan, Arbor Day observance, in budget, service learning opportunities.](#)

VPSS

- Proposed absence policy for APM (4.13) – [In view of the Planning Council discussion, Dr. Bullock proposed some changes to attendance procedures but need to investigate where to put in APM.](#)
- Proposed Spring Schedule – [Reviewed](#)
- [APM \(4.02\) – PLA – approved by Cabinet previously, but need signed coversheet.](#)

II. Discussion

President

- Guided Career Pathways – [Jenzabar’s degree audit is much more robust.](#)
- College & Career Readiness
- Grants – [Check for FIT grant received.](#)
- HLC:
 - Projects – [Nov. 2nd – List of projects.](#)
 - Funding – [Carey Tucker investigating](#)
- Barb’s Wire – [Articles due today.](#)
- Board Meeting November – [Due Nov. 4th](#)

VPFA

- Benefits Management – [New employees would enter selections only if consortium decides to go with it](#)
- Procurement approval (Spreadsheet attached) – [Ok as is.](#)

CIEAO

- APM Flow Chart
- Probation Policy – [Jenzabar training identified a way it can be coded into system.](#)
- Business Cards – [Marketing does 2x/yr. Contract for printing. Off cycle print requests approved by President will be done in house by the Administrative Analyst or Assistant in Marketing.](#)
- Advertising

- Conference Center Bookcase – Posters – Adrienne to contact Heath.
- Student Complaints – Kept in Dr. Best’s office.
- Website Checklist Review – going out to Deans and Directors

III. Announcements

VPFA

- Employee Benefits Day is Monday, November 2, 2015 in the ECC from 10:00 -3:00. Encourage all employees to attend.

VPSS

- College Knowledge, Monday-Wednesday, 10/26-10/28, ECC
- Superintendents and HS Principals from Union County, Wednesday, 10/28/15, 2-3:30 p.m., HSC 136
- Fall Fest, Thursday, 10/29/15, 11 a.m.-2 p.m., ECC
- SGA Haunted House, Thursday, 10/29/15, 7-9 p.m.
- STANDOUT Leadership Summit, Friday, 10/30, Little Rock: Eight SouthArk students attending

CIO

Jenzabar staff will be on site October 27-30, 2015 to conduct training on the Human Resource / Payroll and Budget modules

Jenzabar staff will be on site January 12-15, 2016 to conduct training on using the web interface (no detailed agenda is yet available): - Hour sessions for new “Campus Connect.”

Use the Staff CRM to:

- View biographical information online, including emergency contacts, dependents, and addresses
- Submit time cards electronically
- Enter purchasing requisitions
- View status of requisitions
- Review and approve time cards online
- Review and approve purchasing requisitions online
- Inquire about the budget status of general ledger accounts

Use the Faculty CRM to:

- Automate and simplify scheduling of advisor meetings with students
- Authorize students to register for selected courses when students have not met course requisites, courses are full, or students have schedule conflicts
- Provide textbook information online
- Track student attendance by class or time interval
- Leverage real-time degree audit and GPA projection tools to counsel students more effectively

Use Jenzabar Student CRM to:

- Manage advisor meeting schedules
- View comprehensive course requirement data
- Register online
- Verify that they are on track with graduation requirements
- Monitor and track financial aid information
- View grade reports and project GPA

RAVE demonstration: Thursday, Oct 29, 2015 @ 12:00 pm

Overview

From campus-wide alerts to individual mobile apps and tip texting, Rave Mobile Safety leads in the development and implementation of innovative campus safety solutions. Our years of experience and close partnership with our clients give us the insight to keep in front of the technology and safety demands of higher education institutions.

We recognize that colleges and universities need a holistic approach to implementing best-of-breed safety solutions, and the Rave Safety Suite provides the full spectrum of capabilities with a simple implementation process, regardless of how you choose to roll out.

Over 1,000 colleges and universities and 40% of the US student population rely on Rave solutions for student, faculty, and staff safety on and off campus.

<http://www.ravemobilesafety.com/solutions/higher-education-solutions/>

Alertus upgrade

OIT staff will be upgrading the Alertus software to permit use of some advance features:

- The computer-based, or electronic panic button: offers users another option in which Alertus Desktop Notification provides panic button features at any computer through the use of hotkeys and system tray emergency buttons.
- The Alertus Activation App: allows authorized dispatchers to send preset alerts as well as view or cancel active alerts.
- The Alertus App: notifies targeted students, faculty, and personnel when an emergency alert has been activated.

SouthArk Coming Events			
Date	Description	Location	Time
October 26-28	College Knowledge Week	El Dorado Conference Center	
October 28	Union County High School Principals & Superintendents Meeting	HSC Lecture Hall, Room 136	2-3:30 p.m.
October 29	Student Music Recital	El Dorado Conference Center	Noon
October 29	Union County College Night	El Dorado Conference Center	5:30 p.m.
October 29	Fall Fest	ECC, South Lawn	11 a.m.-2 p.m.
October 29	SGA Haunted House	Independent Living Lab	7-9 p.m.
November 2	Employee Benefits Day	El Dorado Conference Center	10 a.m.-3 p.m.
November 7	Mistletoe Market	El Dorado Conference Center	9:00 a.m.
November 10	History Lecture Series – Dr. Carl H. Moneyhon	El Dorado Conference Center	6:30 p.m.
November 13	Phi Theta Kappa Induction	El Dorado Conference Center	6:00 p.m.
November 17	Board of Trustees Meeting	Admin Board Rm	3:45 p.m.
November 30	RN Pinning Ceremony	El Dorado Conference Center	6:30 p.m.
December 1	Student Recognition Ceremony	El Dorado Conference Center	7:00 p.m.
December 2	Foundation Board Meeting	Health Sciences Center 3 rd floor conference room	Noon
December 3	Student Music Recital	El Dorado Conference Center	Noon
December 6	Between the Lines	El Dorado Conference Center	2:00 p.m.
December 14	LPN Pinning Ceremony	El Dorado Conference Center	6:30 p.m.
December 17	Commencement	El Dorado Conference Center	7:00 p.m.