

Cabinet Meeting – Monday, November 30, 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> x </u>	<u> </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> </u>	<u> x </u>	Chief Institutional Effectiveness & Advancement Officer, Dr. Stephanie Tully-Dartez

I. Action

Approval of Minutes –November 19, 2015 - [Approved](#)

President

VPFA

- A. Records Management Procedure change to APM
- B. APM Edits

VPL

VPSS

CIO

CIEAO

II. Discussion

President

- A. Student Government Association (SGA)
 - [SGA Budget – Dr. Bullock](#)
 - [Safety/Phone Signup. Check activity – Dr. Kirk suggested robo call/text/email with registration reminder and safety test.](#)
 - [Room/space for SGA officers – Dr. Bullock to investigate](#)
 - [Scholarship/Work time – Dr. Bullock to investigate](#)
 - [BOT meetings – Ask Susan to notify of date/time](#)
- B. ADHE Master Plan
- C. Enrollment Numbers

VPFA

- A. Budget – [David Henry will be meeting with Budget Managers](#)
- B. Tuition Waiver – [APM – Voted to add Morehouse Parish \(as noted on ADHE’s Contiguous County List\)](#)
- C. Tabletop Emergency Response – [Planning session – 2 hours](#)
- D. Holiday Work Schedule – [Need 14 hours of leave](#)
- E. Work Day in Administration Building Basement

VPL

- A. Spring 2015 convocation

VPSS

- A. Who all should have student IDs? – Yes for Adult Education, High School Secondary Career Center Students, and Warren Students
- B. Spring 2016 registration numbers
- C. Budget source for grant-sponsored recruiting events
- D. HLC Update

CIO

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III. Announcements

President

- A. Board of Trustees Meeting tomorrow, December 1, at 5:00 p.m.
- B. Employee Holiday Potluck – December 15

VPFA

VPL

- A. RN Pinning Ceremony tonight at 6:30 p.m.

VPSS

- A. New chair for Behavioral Review Team (BRT) – Barry Bagwell
- B. NEG/ASP Manufacturing Exploration Day, December 9, 2016, 9 a.m.-12 p.m., Center for Workforce Development
- C. Student Recognition Ceremony, Tuesday, December 1, 2016, 7 p.m., Murphy Hall

CIO

- Nov 30-Dec 1 Data Validation
- Dec 1-3 Financial Aid Module training
- Dec 2-4 CRM (customer relationship management) setup & configuration
- Dec 7-11 Required reports for go-live
- Dec 15-16 JICS (portal) admin training
- Jan 4-6 CRM s faculty/student/staff setup & configuration
- Jan 12-15 CRM faculty/student/staff training
- Alertus Desktop updated – Can add “ticker tape” to desktops
- Security buttons on desktops
- New fire wall installed.

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SouthArk Coming Events			
Date	Description	Location	Time
November 30	RN Pinning Ceremony	El Dorado Conference Center	6:30 p.m.

December 1	Board of Trustees Meeting (rescheduled from Nov. 17)	Admin Board Rom	5:00 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 15	Employee Holiday Potluck	Gym	11:30 a.m. to 1 p.m.
December 17	Commencement	El Dorado Conference Center	7:00 p.m.