

Cabinet Meeting – Monday, December 14, 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> x </u>	<u> </u>	Chief Institutional Effectiveness & Advancement Officer, Dr. Stephanie Tully-Dartez

I. Action

Approval of Minutes –November 30, 2015 – [Approved with edits](#)

President

VPFA

VPL

- Approval of multi-year academic calendar
 - [Referred to Student Services to review.](#)
 - [Consider for approval on 12/21/2015](#)

VPSS

CIO

CIEAO

II. Discussion

President

- AMTC
 - [Bid in early February; applying for EDA grant](#)
- HLC related activities
 - [Dr. Best – Academic Plan – draft by end of Dec.](#)
 - [Dr. Tully-Dartez - IE Plan – Feb. 2016](#)
 - [Assessment Plan – Jan. 2016](#)
 - [Dr. Kirk – Tech Plan – Jan. 2016](#)
 - [Dr. Bullock - Student Services Plan – rough draft form – done by Jan. 2016](#)
 - [Retention Plan – Jan. 2016](#)
- [Student Complaint Procedure – Dr. Best & Dr. Bullock – Section 4 of APM & in Catalog](#)
- [Update on ADHE Funding model meeting](#)

VPFA

- [Travel Management Program – Dr. Kirk to check on what other Jenzabar colleges have done](#)
- [Inventory Sheets – Fixed assets – must visibly see – return by 1/31/2016](#)
- [Budget Worksheets – handout 1/11/2015](#)

VPL

- [5-Year Academic Calendar](#)

- Committee Term Limits structure (faculty representation)
- If a course has a Service Learning course component, can the course be transcribed? – [Dr. Best to investigate further](#)

VPSS

- Do we need a Chief Diversity Officer? – [Diversity & Inclusion Committee – More investigation in the programs at other colleges of similar size.](#)
- Missing “handshake” between Jenzabar and PowerFAIDS
- Need for extra help funding during Jenzabar transition
- [Spring 2016 Enrollment: 926 – Comparable to last Spring](#)

CIO

- Portal Structure – VP’s need to look at “Inward Facing” structure
- Jenzabar Project Manager replacement – [Richard Smith retiring – new manager Don Baumgartner](#)

CIEAO

- HLC Basecamp update – [Check daily](#)
- Voluntary Framework of Accountability

III. Announcements

VPFA

VPL

- The PTA visit “critique” and team evaluations have been sent to CAPTE. The final report and consideration of reaffirmation accreditation will be determined and reported to SouthArk in May 2016
- SouthArk will be approved by Louisiana as a provider to schools funded through the state education provider fund (January state board meeting)
- OTA accreditation visit is Feb. 1 – 3
- ADHE has indicated they will begin formal tracking of program viability

VPSS

- HLC Steering Committee work sessions, Dec. 16, 8:30 a.m. to noon
- Commencement: Dec. 17, 7 p.m.
- Enrollment update

CIO

CIEAO

- Voluntary Framework of Accountability will be available early to your department in January
- Customer Service Survey will start next week and carry out into January. **I need your updates.**

SouthArk Coming Events			
Date	Description	Location	Time
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.