

Cabinet Meeting – Wednesday, January 6, 2016
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 – December 21, 2015 – [Approved](#)

President

- [APM Chapter 1 updates of titles given to VPFA](#)

VPFA

VPL

- HLC Annual Conference travel (HANDOUTS)

VPSS

- APM Chapter 4 Revisions: Submitted for approval

CIO

- Notary on both campuses – [Suggested Marguerite & Carol on West. & Gary Mann on East](#)
[*Note: Gary Mann will renew. Carol Modica-Moore will secure her notary license](#)

CIEAO

II. Discussion

President

- Current Forms must be used – [Education Waiver Forms](#) – Carey Tucker asked to send link to form.
- PaperClip Communications Webinar Series: Racial Climate on Campus/Rapid Response Webinar
 - [Dr. Best put on reserve in Library.](#)
- January Board Agenda Items – to Susan by 1-12-16 – [Monitoring reports & menu items](#)
- Employee Annual Fund Drive Team Captains (Handout)
- [Warren/Brunson](#) – [New Classroom](#) – non-credit classes in February.

VPFA

- Fee Change for Conference Center – [Approved to implement July 1, 2016.](#)
- Cameras on Parking Lots
 - [Repurposing several cameras for central campus](#)
 - [Need to purchase one for ECC parking lot](#)
 - [3 for 16-17 budget](#)
- JENZABAR Annual Meeting – [May](#) – limit to 4 – [Tim, Chris, Heather, & Valerie](#)
- Statement of Financial Interest due to Secretary of State by end of January
 - [Due by January 31st.](#)
 - [Carey to send link.](#)

- Financial Disclosure Forms

VPL

- Improved intake process for new part-time Faculty and Staff (inclusion in applicable list serv, assignment of email, etc.) – HR – Carey Tucker to check – hope JENZABAR should address.
- Convocation – additional session (Monday January 11 @ 3:00pm) for “conversation” with Dr. Jones and Dr. Best (HANDOUTS)
- HLC Visit – develop “Q & A” for conference call to Dr. Barbara Johnson, HLC Liaison to SouthArk (HANDOUTS)

VPSS

- Policies and procedures for registered sex offenders on campus – Carey Tucker to research with Carl Blake
- Personnel transitions – Chelsa King & Grace Osborne

CIO

CIEAO

- WEAVE training – 3 – 4 pm in TEC 128; 4 – 5 pm to practice putting info in.

III. Announcements

President

- EDA Grant Application
- Executive GIF received (\$150,000)
- SEA PDD GIF received (\$40,000)

VPFA

- Auditors will arrive Thursday to begin the 2014-2015 audit. – Arrives 1/7/2016

VPL

- A third classroom is being set up at the Warren site. The space has been painted and the hospital’s maintenance supervisor is working with Dr. Kirk on IT. SouthArk will need to furnish desks and chairs as well as the instructor station – Dr. Tully-Dartez & Sherry Howard to secure furnishings.
- White board and projector screen orders

VPSS

- New Student Orientation, Thursday, January 7, 10 a.m. to 1 p.m.
- Enrollment Update – 1/6: 1257 (2015 – 1264)
- New minimum wage in effect: Applies to Work Study Students

CIO

CIEAO