

Cabinet Meeting – Monday, February 22, 2016
Administration Building Board Room – 3:00 P.M.
Minutes

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

I. Action

Approval of Minutes – February 1, 2016

President

VPFA

VPL

1. Catalogue section assignments for review (HANDOUT)
 - Calendar, section assignments, etc. – approved
 - Cabinet members responsible to oversee review of their areas
 - Send changes to Marguerite Rodgers
 - U: Drive folders (catalog sections)

VPSS

CIO

CIEAO

II. Discussion

President

1. Lottery (Challenge) scholarships – possible “gap” scholarships at SouthArk?
 - Dr. Bullock to investigate the numbers of first year Challenge Scholarship students. Also, to review the General Scholarship requirements and institutional scholarship allowances.
2. College readiness pilot project
3. Commencement speakers – brainstorming for possible speakers
4. Monthly leave verification – to be reviewed by Dr. Kirk and Mr. Tucker

VPFA

1. Budget update – budget adjustments approved
2. Quarterly employee orientation – first Wednesdays March, June, September & December

VPL

1. HLC calendar review - preparation for “getting back on track” and need for discussion as to how we can link individuals Outlook with Base Camp (HANDOUT)
 - Criterion Focus meetings
 - Criterion 1 - completed
 - Criterion 2 - completed
 - Criterion 5 - Monday, Feb. 29, 8:00am – 10:00am
 - Criterion 4 - Friday, Mar. 11 8:00am – 10:00am

- Federal Compliance
- Criterion 3
- QI
- *Projects

Friday, March 21st 8:00am – 10:00am

Friday, March 11th 10:00am – 12:00pm

Bullock, Best, Bates, and Tully-Dartez, Monday, March 28th

VPSS

1. Requests from STAND Foundation – approved use of library auditorium and ability to set up table to recruit students.
2. Office of Post-Secondary Education grant competitions (TRIOs)

CIO

CIEAO

1. Program prioritization metrics
2. Adult Education E and E

Announcements

President

1. Board of Trustees meeting March 15 – agenda items due to Susan Friday, March 4th
2. Hold Friday, July 8 and Friday, July 29 for Board Retreat (probably 29th)

VPFA

1. Rhea Lana starting tomorrow at the convention center

VPL

1. Jim Roomsburg begins duties as “Division Chair” (HR classification) including having teaching responsibilities beginning with the March payroll. He will complete specific tasks that fall within the current fiscal year (Faculty evaluation, budget, etc.). Business and Information Technology Faculty will be assigned to what is currently the Division of Liberal Arts beginning July 1, 2016.
2. Instructional sector positions/position changes for 2016 – 2017:
 - Director, Library Services
 - Dean of Liberal Arts (need to “rename” based upon business and IT faculty being reassigned)

VPSS

1. AAFFD Update
2. NSLS speaker Kat Cole **Tuesday** at 6 p.m., Library Auditorium

CIO

CIEAO