

Cabinet Meeting – Monday, May 2, 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 – April 11, 2016 – approved with minor edits

President

- President’s Award – Spirit of SouthArk – Phillip Ballard
- Innovation Grant Proposals – recommend priority order:
  - 1) ACAP – This is Your Future \$590.16
  - 2) Culinary & Hospitality Program \$650.75

VPFA

- Expo Vendors – Can knife vendors sell at Expo? – Approved a secure display only as approved by SouthArk  
Chief of Security – delivery orders only

VPL

VPSS

CIO

CIEAO

- APM 1.03 – Planning Process – editorial change – change reference to APM 3.01 to APM 1.10
- APM Chapter 1 verifications – need to make some changes that were already approved
- APM - change font from gray to black
- VPs to review policy statements and assure in correct format with policy statement – Carey Tucker to supervise
  - VPFA – Section 2 & 5
  - VPL – Section 3
  - VPSS – Section 4

**II. Discussion**

President

- Digital Signature/forms – Dr. Tim Kirk and Carey Tucker
- Speaker recognition gifts – regarding federal officials – <\$50 okay
- HLC updates – progress reports on cabinet assignments
  - Dr. Bullock – Initial pass of 1, 2, 3 completed
  - Should be under word count for Assurance Argument
  - VPSS – SS Divisional Plan completed
  - CIEAO – IE Plan – almost complete
  - CIO – working on it
- State appropriations – approved by legislature
- Hours/lunch – ID which office open 8A-6P – bring recommendations to next meeting
- Workforce/Implementation grants – FIT grant update
- Recruiting Funds – funds available – using grant funds for IT and industry areas

VPFA

- Board of Trustees – Budget meeting scheduled on May 24

- Institutional Work Study – an amount put in budget for non-federal work study students – specifically to be used for those with specific skills
- Health & Wellness program for employees – suggest researching it further and make proposal
- Leave procedures – ask everyone to review and bring comments next week
- Water bottle – no action
- Health, Welfare, Benefits Committee – Carey Tucker to investigate and make recommendation next week

VPL – NA

VPSS

- Invitation to participate in D.C. seminar in January – to explore options
- College Readiness Pilot Project – Dr. Spencer, Bonnie Haynie, Michael White, Dr. Bullock, and Dr. Jones participated with Dr. Powell in planning session
- Divisional Plan – Student Services – presented

CIO

CIEAO

- Administrative Evaluation Surveys – suggested separating item for supervision and evaluation into two items
- VFA Public Outcomes Data – okay to publish

**III. Announcements**

President

- Board Meeting rescheduled to May 24 at 3:45 p.m.
- Board agenda items due – May 13
- End-of-Year evaluation – Annual Improvement Plan Report – due by May 23<sup>rd</sup>
- Summer Vacations – send to Susan Jordan

VPFA

- Suggest new strategic plan (2017-2022) to be developed in mid-December 2016 or early January 2017 – to allow for focused budget planning related to Strategic Plan. Planning Council could do environmental scan this summer (July 2016)
- Breakout supplies and services – on next budget

VPL

VPSS

- HLC Status – see discussion on section
- CIO – Izenda – a reporting tool for Jenzabar for open checkbook requirement

CIEAO

- GLAMS will be May 11. About 250 8<sup>th</sup> grade girls will be on campus from 8:30AM to 3:00PM.

<b>SouthArk Coming Events</b>			
<b>Date</b>	<b>Description</b>	<b>Location</b>	<b>Time</b>
Wednesday, May 11, 2016	GLAMS	West Campus	8:30 a.m. – 3 p.m.
Thursday, May 12, 2016	Employee Recognition Ceremony	El Dorado Conference Center	9:30. – 11:30 a.m.
Friday, May 13, 2016	Spring Commencement	El Dorado Conference Center	7:00 p.m.
Tuesday, May 24, 2016	Board of Trustees Meeting	Administration Building Board Room	3:45 p.m.
Wednesday, May 25, 2016	Foundation Board Meeting	El Dorado Conference Center	Noon