

Cabinet Meeting – Monday, May 23, 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 – May 9, 2016 – [approved with minor edits](#)

President

VPFA

- [Holiday Hours – discussion – options reviewed – 10 hours vacation or comp time will be required to be taken during holiday break.](#)
- [Governor Letters – presentation for retirees – date to be determined](#)

VPL

- [Draft of Fall 2016 Convocation Schedule \(handout\) – need to add time for presentation on assessment, best practices and how to write action plans](#)
- [Proposal for dissolution of Basic Studies/Adult Education Committee](#)
  - [Approve, but request reassignment of duties and membership. Recommend BSTD coordinators and Director of Learning Center to be on Retention and Student Success Committee. Director of Adult Education to Recruitment Committee.](#)

VPSS

CIO

CIEAO

**II. Discussion**

President

- [Deadlines – ADHE, ACC, other](#)
  - [Electronic forms](#)
    - [Travel approval – \(in-state, clinicals, etc.\)](#)
    - [Tuition Waivers](#)
  - [HLC visit](#)
  - [Annual Improvement Plan \(API\) due May 23<sup>rd</sup> \(today\)](#)
  - [Weave reports – faculty credentialing, Strategic Plan, IE, college-wide student outcomes](#)
  - [Planning Council retreat dates](#)
  - [Priority planning – personnel, facilities, projects, grants](#)
- [PAFs](#)
  - [Leave Forms](#)
  - [Budget Transfer](#)

VPFA

- [Overtime Rules and Exempt employees – more information provided after June 20<sup>th</sup> ADHE Finance meeting](#)

### VPL

- Admission inquiry about Secondary Tech Center students. Placement testing? What about D'Arbonne Woods students attending East and West Campus – there are two different application/registration processes? Currently – C or better to participate in any Secondary Tech Center program is the basis for admission
- Access to student records in Jenzabar and who needs it? (M. Rodgers, Deans, Faculty) – [list faculty as advisors](#)
- Absence reporting by faculty to Advising/Counseling/Enrollment Management and the “middle-man” VPL office. – [Dr. Bullock to discuss with Dr. Spencer](#)
- Open positions:
  - Instructor, Biology (A & P I, II, Biology, Microbiology)
  - Director of Distance Education
  - Faculty and Program Director, Criminal Justice
- How to limit the number of faculty and staff who attend ACC?

### VPSS

- Student question about changing tables in restrooms – [put in budget for 16-17 for ECC/Student Center](#)
- Transgender issues
- ADHE College and Career Readiness Pilot Project – [next June meeting – 20<sup>th</sup>? If approved, it would provide career coaches in Union County high schools.](#)
- HLC Updates
- [Bridge to College Algebra – Compass scores vs Int. Algebra](#)

### CIO

#### CIEAO

- Performance Based Funding

## **III. Announcements**

### President

- Board Meeting rescheduled to May 24 (tomorrow) at 3:45 p.m.
- Board Retreat – Friday, July 8, 2016
- Summer Vacations to Susan

### VPFA

- NACUBO Title IX Webinar Thursday, noon Green Room
- HR Skype interviews Wednesday

### VPL

- Resignations and considerations for refilling positions
  - Jacob Smith, A & P/Biology
  - Denise Robledo, Director of Distance Education
  - Shakerah Moody, Faculty and Program Chair – Criminal Justice
- 2016 – 2017 Catalog will go to PR/Marketing and Webmaster on June 15, 2016 for processing and July 1, 2016 posting on institutional website

### VPSS

- Experimental Sites Initiative letter of interest was rejected.
- Arkansas Works Career Coach Grant was extended.

### CIO

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