Cabinet Meeting – Monday, March 21, 2016
Administration Building Board Room – 3:00 P.M.
Minutes

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

I. Action
Approval of Minutes – March 14, 2016

President

VPFA

VPL
- Absence Policy change in light of the Title IX requirements – Cabinet approved – put changes in catalog and Title IX manual (Clery)
- Delete the CPs and TC in Computer Installation and Repair – announced to Board of Trustees and approved by Cabinet.
- Change in Math Courses – Fundamental Math eliminated – incorporated into Elementary Algebra – Tech Math and Math for Nurses to MATH prefix and Math faculty teaching

VPSS
- Recruitment Plan (sent from Planning Council, see attached) – Cabinet approved
- Retention Plan (sent from Planning Council, see attached) – Cabinet approved

CIO
- Digital Signature Procedure – Technology Committee to review April 5th. Administrative Council has reviewed and approved.

CIEAO

II. Discussion
President
- Student Forum update – no students attended. Asked Dr. Bullock to arrange an “invited” student forum.

VPFA
- EXPO Vendors

VPL
- Start-date challenge for Summer II sessions is currently in June. VPFA indicates that the start needs to be in July.
  - Required number of instructional days
  - Required number of instructional hours
We have approved calendars through 2020
  Suggest making changes and resubmit for consideration
- Move from hard copy version of South Arkansas Historical Journal to electronic version and “subscription print copy” only. – investigate the costs savings and options
• Faculty Credentialing Criteria Table is Complete – once edited suggest sending to Academic Standards Committee
• Combine Fundamentals of Arithmetic and Elementary Algebra
• Add courses Social Problems and Intro to Social Work
• Change the Class Absence report Form to an electronic form

VPSS
• Data plan for recruiter to facilitate our move away from printed brochures

CIO

CIEAO
• College Document Accuracy Procedure – send to Administrative Technology committee for review

III. Announcements

President
• Congressman Westerman – March 30, 2016 – noon – Library Auditorium
• College Readiness Pilot Meeting – March 31, 2016 - Arkadelphia
• Be Pro, Be Proud. Initiative Announcement – 3/28 at 11:00 a.m. – El Dorado High School

VPFA

VPL
• First cycle reviews – Faculty Evaluation Plan – April 15, 2016
  – Assessment Coaches – April 15, 2016
• Reminder Catalog Revision Timeline for 2016 -2017

VPSS

CIO

CIEAO