Cabinet Meeting – Monday, March 28, 2016
Administration Building Board Room – 3:00 P.M.
Minutes

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

Absent:

I. Action

Approval of Minutes – March 14, 2016 and March 21, 2016 – approved

President

VPFA

VPL

VPSS

CIO

- APM 5.33a Electronic Tablets – approved

CIEAO

II. Discussion

President

- Jenzabar Travel – discussed the Contained Form and Workflow software option – Dr. Kirk will check with other colleges that have converted to Jenzabar for other Travel Order solutions.

VPFA

- Budget – progress report
- Custodial Contract – recommendation to move forward

VPL

- Notifier reporting and need for convocation training – also suggested training on BRT for new faculty orientation
- Base Camp calendar and approach to weekly Cabinet reporting (progress reports) on HLC assignments

VPSS

- Charlie Thomas Scholarship – for students formerly arrested/with a record – funds for supplies, books, etc.
- Diversity and Inclusion Proposal – decided to be more deliberate about diversity and inclusion through the three councils/standing committees in the shared governance model. Student Services Council will include programs through the Pre-college/Recruitment committee. Administrative Council will investigate adding a new committee or add to existing committee related to employees. In the Academic Affairs Council, the Curriculum Committee would review curriculum related to diversity and inclusion.

CIO

CIEAO
• Reconfiguring of Community Education Position for FY 17 – ideas discussed

III. Announcements

President
• Congressman Westerman – March 30, 2016 – noon – Library Auditorium
• College Readiness Pilot Meeting – date TBD – Dr. Bullock and Dr. Spencer to be involved
• EDA Grant to be resubmitted 4/1/16 through SWAPPD
• No Cabinet meeting on April 4th
• Lauren Tyson began today as Foundation Administrative Assistant (partially funded by Foundation).
• Foundation Evening with the Stars – April 2, 2016 at ECC

VPFA

VPL
• Deans have started WEAVE Faculty Credential Verifications. HNS was first division to review.
• **ALL** end-of-course student surveys (evaluation of course and faculty performance) will be conducted through Blackboard course shells.

VPSS
• Shondranise (Nickie) Wright began today as Perkins advisor **(grant funded)**. Monieca West with Perkins will be on campus April 7 for site review/training.
• We have been recertified to admit international students on an F-1 visa. We currently have two students in process (from India and Pakistan)
• Student Services is submitting a proposal this week for renewal of the Arkansas Works Career Coach grant for our secondary school partners in Warren, Dermott, and Lake Village
• Student Services is ready to submit its Divisional Plan to the Student Affairs Council to commence the approval process.

CIO

CIEAO