

Cabinet Meeting – Monday, August 3, 2015
Administration Building Board Room – 3:00 P.M.
Minutes

President, Dr. Barbara Jones
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
Interim Chief Administrative Services Officer, Dr. Michael Chikeleze

I. Action

Approval of Minutes – July 28, 2015 – [Approved](#)

II. Discussion

President

- U.S. Rep. Bruce Westerman visit to campus – August 5th, 12:30 – 1:30P
- Board of Trustees Retreat Update
 - Strategic Employee Engagement and Retention Plan
- ACC – submissions of Outstanding Faculty, Staff & Alumnus and Academic All-Star recipient are due by **August 3rd (today)**
- SouthArk Leadership Academy – closing date for applications, August 31st – one received – [Made assignments for Sept. – Dec.](#)
- Scheduled Work Hours – [Varied feedback. Agree it is important for Deans to be here for evening faculty and students. 8 am – 6 pm but can allow 30 min lunch.](#)
- New Faculty and Staff Orientation – [Friday, 8/21/15, 8 am – 12 pm](#)

VPL

- Fall 2015 Convocation – Draft
- College-owned Duplex – Potential new employee housing
- Assistance needed for August 2015 Graduation – [113/75 walking](#)

VPSS

- Website – Organizational Questions – [Library & Bookstore listed as SS, but not there organizationally. Leave in that location.](#)

ICASO

- Open Positions
 - [Now listing the number of applicants](#)
 - [Suggested putting a process in place to expedite the process.](#)
 1. [HR Director send application to hiring manager](#)
 2. [Manager approves the pool for those qualified](#)
 3. [Qualified applicants sent and reviewed by search committee](#)
 4. [Committee sends top 3-4 candidates to HR Director](#)
 5. [Top 3-4 candidates asked to interview](#)
 6. [Committee recommends top 2-3 to VP/President including information & strengths of each candidate](#)
 7. [President & VP discuss to make selection – send to HR Director for notifications & background check.](#)
- Finance and Facilities Update
 - [1% over in E&G](#)
 - [Slightly ↓ in unrestricted](#)
 - [May be able to transfer over about \\$300K after transferring \\$95K for HSC Maintenance](#)

III. Announcements

VPL

- Plan to Evaluate Faculty Timeline
 - August 6, 2015 – Academic Dean orientation to process
 - August 17, 2015 – Cabinet consideration
 - August 20, 2015 – Faculty overview
 - August 21, 2015 – Academic Affairs consideration
 - August 24, 2015 – Implementation
- August 2015 Graduation Statistics
- 2015 College Catalogue Review Process Completed – [Except PLA paragraph](#)
- PTEC in the news!
- [OTA pinning ceremony 6-7 pm](#)

VPSS

- Enrollment Update

2015	2014
1025	1316