

Cabinet Meeting – Monday, November 2, 2015
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 – October 26, 2015 - [Approved](#)

President

- Employee Holiday Potluck – Tuesday, December 15th – [Approved](#) – [Cabinet to order Turkey/Ham through Valley Services.](#)
 - Confirm/approve:
 - Request to bring items by departments? (see attached)
 - Time: 11:30A-1P
 - Location: Gym

VPFA

- APM 3.01 – Shared Governance Structure – [Approved with changing # from APM 3.01 to APM 1.10](#)
- Clear Dead trees at Arboretum and Main Campus – [Last time the cost was shared between ESD, SouthArk, and Arboretum fund in Foundation.](#)

VPL

- Academic Calendar 2016-2017 and 2017-2018; precursor for multi-year (3-year up to 5-year submissions)
 - [All Approved](#)

II. Discussion

President

- Campus Conversations
 - November 5 – East Campus, WFD Room 121 – 10:45 a.m.
 - November 6 – West Campus, ECC Cypress & Oak Rooms West Campus – 8:30 a.m.
- HLC
 - [Conference – Recommend moving April BOT meeting to Wed, or Thurs.](#)
 - [Projects\(lists\) – See attached](#)
 - [Funding – Transfer from contingency to HLC account.](#)
- ADHE Master Plan – [Update](#)
- Unplanned Pregnancy Module – [Dr. Best and Dr. Bullock to determine where and how curriculum to be implemented.](#)

VPFA

- CLEARResults report – [For information purposes – no action.](#)
 - [Monitoring reports - questions](#)VPL
- APM 3.14 considerations:
 - Does the institution desire to share “course ownership?” [“. . .faculty. . .entitled to complete ownership. .”]
 - Should we clarify that whenever a faculty member writes curriculum in the interest of teaching a course for SouthArk, the institution desires shared ownership?
 - [Cabinet suggested reviewing minutes of Cabinet Meeting and AA Council \(in Dec. 2013\)](#)

VPSS

- HLC Updates

CIO

- Jenzabar – Dec 7th
Mechanism to identify required reports for go-live?
We need to collect sample reports from POISE to illustrate what reports we MUST have once we go live.
 - [Dr. Kirk list of reports needed. Send in PDF.](#)

CIEAO

- Adult Ed/ SNAP – [Federal funds in question for 2016-2017](#)
- Businesses on the SouthArk Website – [Discounts for students? Dr. Bullock to discuss with SS Division.](#)
- Performance Based Funding (PBF)
- [Marketing Area](#)
 - [ADHE Master Plan Kick-Off](#)
 - [FIT Meeting](#)
 - [Civilians](#)

III. Announcements

President

- [Activities on 11/19](#)
- [NAACP event 11/7](#)

VPFA

- Mistletoe Market this Saturday

VPL

- The visiting team from CAPTE are on campus today through Wednesday. The visiting team has determined a schedule and Dr. Parks from the PTA program has advised individuals/groups as to the meeting. As with any accreditation review group, they could potentially call upon individuals from various offices to discuss issues/infrastructure related to the PTA program at SouthArk.
- The VPL will be departing for Harrison, AR at noon on 11/3/2015. This is the location for the first session of the 2015-2016 ACC Leadership Course.

VPSS

CIO

- Upcoming Jenzabar events

Nov 1	AR state reports
Nov 2-4	JICS (portal) install & LDAP integration
Nov 9-13	second pass of data conversion
Nov 16-20	Basic Infomaker training – writing reports and getting data from EX - Stephanie
Nov 30-Dec 1	Data Validation
Dec 1-3	Financial Aid Module training
Dec 2-4	CRM (customer relationship management) setup & configuration
Dec 7-11	Required reports for go-live - Stephanie
Dec 15-16	JICS (portal) admin training
Jan 4-6	CRM s faculty/student/staff setup & configuration
Jan 12-15	CRM faculty/student/staff training**
- IT staff completed an update of the Jenzabar and PowerFAIDs software suites over the weekend. These updates included configuring the interconnecting data bridges that will permit EX users to view financial aid information.

SouthArk Coming Events			
Date	Description	Location	Time
November 2	Employee Benefits Day	El Dorado Conference Center	10 a.m.-3 p.m.
November 5	Campus Conversations	East Campus, WFD Room 121	10:45 a.m.
November 6	Campus Conversations	West Campus, ECC Cypress & Oak Rooms	8:30 a.m.
November 7	Mistletoe Market	El Dorado Conference Center	9:00 a.m.
November 10	History Lecture Series – Dr. Carl H. Moneyhon	El Dorado Conference Center	6:30 p.m.
November 13	Phi Theta Kappa Induction	El Dorado Conference Center	6:00 p.m.
November 17	Board of Trustees Meeting	Admin Board Rm	3:45 p.m.
November 30	RN Pinning Ceremony	El Dorado Conference Center	6:30 p.m.
December 1	Student Recognition Ceremony	El Dorado Conference Center	7:00 p.m.
December 2	Foundation Board Meeting	Health Sciences Center 3 rd floor conference room	Noon
December 3	Student Music Recital	El Dorado Conference Center	Noon
December 6	Between the Lines	El Dorado Conference Center	2:00 p.m.
December 14	LPN Pinning Ceremony	El Dorado Conference Center	6:30 p.m.
December 15	Employee Holiday Potluck	SouthArk Gym	11:30 a.m.-1 p.m.
December 17	Commencement	El Dorado Conference Center	7:00 p.m.