

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

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

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