

Cabinet Meeting – Thursday, September 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 (*Absent*)
Chief Information Officer, Dr. Tim Kirk
Chief Institutional Effectiveness & Advancement Officer, Dr. Stephanie Tully-Dartez

I. Action

Approval of Minutes – August 13, 2015 - *Approved*

VPL

- Annual Faculty Evaluation Plan Document Final Draft distributed electronically
 - *Minor edits*
 - *Suggested including a description of Self Assessment*
 - *Define how faculty would submit – Stephanie suggested using WEAVE Faculty Section. TBD*
- APM 3.09 Library/Media Center Fines – name change
 - *Editorial only – Send to Susan*
- Merger of Faculty Development and Staff Development Committee – *Approved*
 - *Needs to be amended in Committee structure APM 3.01. – Will be moved to APM Section 1, Committee Section (APM 3.01) Structure.*

II. Discussion

President

- SouthArk Leadership Academy Class I, 2015-2016
 - Curriculum Schedule
 - Determine Participants
- Higher Education Master Plan – meetings
- AACC Releases Next Big Things Toolkit – *Suggested holding Town Halls in October in Union County towns.*
- Labor Day Weekend Coverage
- Positions Update
- Microsoft 365
- Enrollment Impact
- EDIE's Village
- Bistro

VPL

- Filing location/s of annual, completed faculty evaluations
- APM Policy 4.04 concerning Faculty submission of a completed FERPA release form
 - *Adrienne Lawrence in VPSS*
- Faculty Leave Certification

CIEAO

- Office rearrangement in McGehee Building (Dr. Best, Dr. Bullock and Dr. Tully-Dartez)
- Deans/Directors Orientation – *Blackboard Module to be developed – Dr. Best to work with Dr. Robledo.*

CIO

- Dr. Kirk has scheduled a remote desktop session for Veronda with Michael Poma (Jenzabar Financial Aid trainer) for tomorrow; Chris and Dr. Kirk are working with her to address the other concerns on her list.

III. Announcements

CIEAO - Reminder

- When press is included in email blasts, [the information should be reviewed by marketing](#).

CIO

- Please see the schedule of upcoming Jenzabar visits; we are all going to get a bit busier.
- Information Technology has a new WIA employee: Renecee Ellis – she is an enrolled student and will be assisting IT and Physical Plant process work orders. In addition she will be assisting in the Business Office (Monday afternoons), Financial Aid (Wednesday afternoons), Student Affairs (Thursday afternoons), and Human Resources (Friday mornings) – she can work up to 30 hours/week and is scheduled to be with us both this semester and next.
- IBM to Purchase Up to 200,000 Macs, With 50-75% of Employees Ultimately Switching From Lenovo – something to keep an eye upon.