

Cabinet Meeting – Thursday, September 24, 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> </u>	<u> x </u>	Chief Institutional Effectiveness & Advancement Officer, Dr. Stephanie Tully-Dartez

I. Action

Approval of Minutes – September 14, 2015 – [approved](#)

President

- APM 5.05 Use of College Facilities - [recommend to be scheduled in scheduling office \(Gay Morgan/Barry Bagwell, ECC\)](#)
 - Scheduling Facilities
 - Arboretum – [yes, in scheduling office](#)
 - Scheduling classes in Library Auditorium – [consult with scheduling office](#)

VPL

- APM changes request
 - APM 2.16 CURRENT through APM2.16h CURRENT – [compress to one APM 2.16](#)
 - APM 2.16 PROPOSED
 - With the adoption of the new, comprehensive Faculty Evaluation Plan the narrative content in these existing procedures is redundant – [approved on September 4, 2015](#)

CIO

- APM 5.04a Travel Reimbursement – [approved](#)
- APM 5.04b Travel Authorization and Accounting – [approved](#)
- APM 5.09 Official Functions – [approved with minor edits](#)

II. Discussion

President

- Gateway to College Workshop – [Dr. Best to check into](#)
- Leadership Schedule – [Discussed sessions 2 & 3](#)
- Blackboard – [will be used for SouthArk Lead Institute. Materials/resources post to site.](#)
- AIPs – [dates scheduled with cabinet members](#)

VPL

- [Blackboard training – partnership with SAUM & SAU-Tech – offered by SAUM first 8 weeks](#)
- Where to locate APM 2.16 hyperlink to Faculty Evaluation Plan? – [forms under the HR forms section of website](#)
- Faculty “certification reporting” inquiry by faculty – why? How (Directions template)? – [Dr. Best to write up a template to be reviewed next week.](#)

VPSS

- VA’s Student Veteran Project: 3 Educational Outreach Days during fall and spring semesters – [“Ways to be successful in college” / transition from military to college life](#)

- Student Recognition Ceremony (as recommended by Student Services Committee)
 - Fall: December 1, 2015, 7 p.m. at ECC – Tuesday
 - Spring: April 21, 2016, 7 p.m. at ECC – Thursday
 - *Dr. Best to work with faculty to narrow down the awards
 - STAND Foundation request
 - Veterans Day Event

III. Announcements

VPL

- The deadline for submitting ADHE Letters-of-notifications (LONs) DUE DATE is October 1, 2015 – only minor changes submitted via email. Mainly Business program.
- The new, comprehensive Faculty Evaluation Plan has been implemented

VPSS

- HPOG update
- Hired financial aid analyst – Kristi Rainwater
- Clery Act – expanded report – with policies & procedures
- FERPA – also applies in non-credit courses & Adult Education

President

- Gainful Employment issue for Title IV – Veronda Tatum and Dr. Stephanie Tully-Dartez corrected necessary information before Oct. 1 deadline.
- AWBC – SBA grant renewed
- Upcoming events
- DRA grant