

Cabinet Meeting – Monday, February 29, 2016
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 – February 22, 2016 – [edits and deferred to next meeting](#)

President

VPFA

VPL

VPSS

CIO

1. Digital Signature Policy – [Will modify and bring back next week for approval](#)

CIEAO

1. Program prioritization metrics – [Dr. Best recommended establishing a proposed procedure](#)

II. Discussion

President

1. Foundation Employee Annual Fund Drive – Team Captains (see attached)

VPFA

VPL

VPSS

1. Challenge “Gap” Scholarships? – [no recommendation at this time – will continue to research](#)

CIO

CIEAO

III. Announcements

President

1. Commencement Speaker – [Congressman Westerman to speak.](#)

VPFA

1. [Contract bid review – recommendations for committee members](#)

VPL

VPSS

1. Spring Fling Update

CIO

1. JENZABAR Update

CIEAO

1. ACAP students need internships on campus – Contact Deanna.

From: Cynthia Reyna
Sent: Tuesday, January 05, 2016 3:51 PM
To: Barbara Jones <brjones@southark.edu>
Cc: Susan Jordan <SJordan@southark.edu>
Subject: Employee Annual Fund Drive Team Captains

Would you please present this to the Cabinet? As we gear up for the employee annual fund drive, we are seeking new team captains to lead the solicitation. Thank you!

I would suggest that captains are selected based on these considerations:

- The annual fund drive will run for approximately 2 weeks in mid-February
- Expected time: 2-4 hours per week of captain's time, depending on size of team, to work on this task.
- Consider choosing a peer – sometimes it is awkward for a “supervisor” to solicit.
- Choose an individual who is likable, pro-active, and who is able to juggle this task with their regular work load.
- A team captain meeting will be held to brief them on info they need to do a great job.

2015 Employee Annual Fund Drive Team Captains - LAST YEAR

<u>Name:</u>	<u>Building:</u>
Adrienne Lawrence	Conference Center
?	Administration Building (Faculty)
?	Administration Building (Staff)
Gary Mann	East Campus (McGehee)
Sherry Howard	East Campus (Workforce Development)
?	Health Science Center
Francis Kuykendall	Library (likes to solicit her own folks)
Justin Small	Physical Plant
Nita McDonald	Technology Building
Lesley Drummond	Whitfield Building (<i>would probably do again</i>)
Cynthia Reyna	Off Campus (would be nice if someone else would solicit)

Cynthia

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