

Cabinet Meeting – Monday, August 10, 2016 – Minutes
Administration Building Board Room – 3:00 P.M.

<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 – August 1, 2016 – [approved](#)

President

VPFA

VPL

1.

VPSS

1. Review of remaining pieces of HLC Assurance Argument to complete revisions of the five chapters

CIO

CIEAO

1. IE Manual – new APM procedure – (sent electronically) – [APM 1.11](#) – [approved](#)

II. Discussion

President

1. Southern Scare Festival – October 29th (opportunity to have events for children on campus – 1M fun run, face painting, storytelling, health kids?) – possibly 2-4:30 p.m. – thoughts and ideas – [POINT PERSON NEEDED](#)
2. Travel, Tourism, and Hospitality summit report – [April 13](#) – [Sherry Howard](#), [Dr. Jim Yates](#), and [Dr. Jones](#) – [SouthArk participants](#)
3. President's goals for 2016-2017 – [suggested additions](#) – [virtual suggestion box](#), [industry partnerships for MSSC](#)
4. Cultural programming through library – [approved](#)
5. ARNEC program enrollment – [approved to add 8 students \(32-40\)](#) – [anticipated revenues will cover new expenses](#)
6. Warren site – [EMT Basic](#) – [advertising](#); [need for security](#) – [Carey Tucker to check on it. \(security arranged through BCMC\)](#)
7. Grant Reporting expectation – [Cabinet member to report on grant activities at weekly cabinet meeting](#)
8. HLC Project
 - a. Faculty Credentials/Faculty Roster – [July](#)
 - [Deans verifying; justification, if needed](#)
 - [Dr. Best to approve justifications this week](#)
 - [Faculty roster report by Dr. Best on 8/15](#)
 - b. Assessment Plan – [Dr. Best and Dr. Tully-Dartez to meet to revise. They will report status on 8/15.](#)
 - c. Master Syllabi – [Bryce Faulkner to separate into separate courses and programs. Anticipate completion by 8/22.](#)
 - d. QI – [Dr. Tully-Dartez securing some data needed. Dr. Bullock is editing. Submit by 8/29. Review by Cabinet & QIC week of 8/15.](#)
 - e. Federal Compliance – [Dr. Bullock and Mr. Tucker finalizing.](#)

f. Assurance Argument – send to mock team by 8/26

- September 1st
 - available to campus community
 - make evidence files available by “U” drive

9. Baseball/Softball – if considered, would need to be part of Strategic Plan

10. Board Agenda items to Susan!

VPFA

1. Security – will ask Mark O’Neal to provide some training sessions
2. New Employee Orientation – Friday, August 19th – 8A-12P
3. CTE budget and accounting

VPL

1. Class Absence Form use – (sent electronically) – check process in catalog and refer change to Academic Standards Committee.
2. Final DRAFT of Fall 2016 Convocation
3. Professional Development Committee – suggest they send topics and suggested speakers.

VPSS

• iStream webinars – only 5 allowed per month – Student Services intends to use the limit, but will make webinars available to faculty/staff. Grace Depper will continue to document/record PD participation.

CIO

CIEAO

III. Announcements

President

VPFA

VPL

1. Feasibility study/update with Warren LPN (Dr. Jones)

VPSS

1. College and Career Readiness Program: All four career coaches have been hired; training is occurring all this week; start date at the schools is August 15th.

CIO

CIEAO

New Student Orientation

Tuesday, August 16, 2016
8:30 a.m.—3 p.m.

Board of Trustees Meeting

Tuesday, August 16, 2016
3:45 p.m.
Administration Building Board Room

Convocation

Wednesday, August 17, 2016
All employees – college closed half day

Thursday, August 18, 2016
Faculty department meeting/division meetings

New Employee Orientation

Friday, August 19, 2016