

Academic Affairs Directors Meeting
October 18, 2017

1. **University Records Management Program**

Will Honea

Will Honea is the new records manager at the ETRC in the library and is arranging training to create an effective records management program at SFA. As a State agency we have to keep documents for a certain length of time and then properly dispose of them. A records inventory is being created to record what files we have, Will needs to know if colleges hold records that have a different retention schedule than standard university one, such as certain accreditation requirements.

Records retention coordinators have been identified in every department across campus and training is being provided to these individuals. Recent changes were made to code 6.9 in relation to electronic records, including social media, he is working closely with the university auditor and general counsel. Training is offered every other Thursday and sign up is available in mytraining.

2. **Update on CIO Search**

Janet Tareilo

Dr. Tareilo explained the search firm Witt Kiefer have narrowed down the CIO applicant pool to 18, which will be reviewed by the Provost. The next step will be phone interviews.

3. **Enrollment Management Position**

Dr. Bullard stated he would be filling this position as soon as possible, maybe using a search firm. Dr. Tareilo will be serving in as Executive Director for the interim.

Dr. Bullard added that at Faculty Senate, Jason Reece had stated Dr. Bullard said there would be no representation from Graduate Council on the search for Dean of Graduate/ORSP. In fact what he said was there would be no representation from the Graduate School or ORSP, however they are welcome to meet with him if they wish to discuss anything. There is representation from Graduate Council.

4. **Upcoming Board Meeting**

The Board meeting will begin at 1pm on Friday, 20th October with executive session. The regents will be here all weekend for the game and the meeting will continue on Sunday and Monday. There will be a number of firms bidding on the capital campaign on Sunday, on Monday the six faculty members highlighted on the website

will be recognized. There will also be a strategic plan update.

5. Administrative Leave with Pay

Dr. Bullard explained the draft administrative leave policy, which would allow Dr. Pattillo to approve 32 hours per year of administrative leave to twelve-month staff who are meritorious. This is still in review but should go into effect within a few weeks to allow staff to use this for Thanksgiving and Christmas vacation if they want to.

6. Date of next meeting

November 15, 2017

Attendees:		
Steve Bullard	Mary Nelle Brunson	Janet Tareilo
Sharon Brewer	Mike Coffee	Rachele Garrett
Jennifer Hanlon	Joe Shannon	Mary Smith
Mike Tkacik	Lean Solmonson (Senate)	Shirley Dickerson
Robbie Steward (Chairs' Forum)		
Visitors:		
Will Honea		