

Cabinet Meeting – Wednesday, December 14, 2016
Administration Building Board Room – 3:30 P.M.
Minutes

| <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 – December 7, 2016 – approved with minor edits

President

1. Innovation Mini Grant Applications

- Vernita Morgan – Math class – approved pending determination if fewer headphones could be ordered.
- John Spencer – Music program – approved pending investigation of PMA equipment
- Grace Depper – Organic Garden – approved pending determination of ability to use Independent Living Lab raised gardens

VPFA

VPL

1. APM 3.09 Library Fines request for deletion – approved
2. APM request for placeholder for Library Policies and Procedures Manual (~~3.09~~ or ~~3.19~~ **3.20**) – approved
3. EDIE’s Village use – Dr. Best to bring a more detailed proposal

VPSS

1. Prospective Grants and Programs

- a. Title III – not going to apply this time; waiver being investigated
- b. Gear Up – Partnership grant – K-12, college, business, state agency – Ramona Munsell to send us information
- c. ArFuture – handout – bill to go to legislature for consideration in spring
- d. Guided Pathways – CAO and deans to attend next meeting on February 17 in Little Rock

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II. Discussion

President

1. Strategic plan – facilitator; date – February 23 PM -24 AM; community environmental scan
2. Faculty salary scale – CUPA, ADHE
3. Jenzabar training needs – info maker training, Enrollment Services, Business Office
4. APM Review schedule – Carey Tucker to establish annual APM review schedule for January
5. Legislative issues
6. ACC Governmental legislative training – January 17

7. Post HLC actions
8. January 2, 2017 Holiday gathering – 5:30 p.m.

VPFA

1. Classroom paint
2. Planning Council

VPL

1. Nominating Committee
 - Dec. 19 organizational meeting: Elect Chair, Vice-Chair, and Secretary and fill standing committee vacancies. Other topics/areas of concern that must be addressed are:
 - “Imbalance” of committee service in determining what Faculty, Classified, and Professional Staff required assignments have been made versus volunteerism (HANDOUTS)
 - Formal directives in APM specifying protocols for required committee service – for FT Faculty, Classified, and Professional Staff is vague (APM 1.02, 1.03) while 1.10 provides some
 - Establishing “staggered” service terms-of-service for standing committees to prevent loss of “institutional memory” by prohibiting mass exodus of members from one committee and the receipt of “too new” members on another committee.
 - Lack of consistency in applying the duties/responsibilities for all standing committee officers (Chair, Vice-Chair, and Secretary)
 - Establishing a “calendar” and set functions for the Nominating Committee (Suggested parameters thus far include – Annual review of “reports” from the three VPs of the current memberships of their standing committees to ensure all are fully staffed and/or to consider any needed changes in membership structure or functions? Annual review of standing committees effectiveness? Act on requests for filling positions? etc.)
 - [Nominations committee members – asked VPs to assure diversity of assignments](#)

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III. Grant Updates/Progress Reports

- DOL/Apprenticeship **AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Best
 - Equipment purchases are being processed
 - R. Winiecki is investigating if salary funding can be increased for the PT Apprenticeship Coordinator position
- DOL/NEG/ASP – Dr. Bullock
 - **Weekly Update: 11/21-11/23**
 - Participated in mock interviews for SAS class
 - Called every business who participated in the Job Fair for a last follow-up (21)
 - Called all Manufacturing Day participants that noted they had been laid off (4); one person made appt. to come in to talk
 - Spoke face to face with two NEG participants
 - Spoke with one individual about training options: gave him PLC application; he received assistance with resume at the Workshop; he attended the Manufacturing Day and Job Fair events.
 - **Weekly Update: 12/5-12/9**
 - Emailed six NEG participants (those with e-mail address) the PP resource developed in collaboration with TAACCCT. This resource assists with a job search and interview prep.
 - Recruited in Magnolia to some of the Amfuel lay-offs in collaboration with Magnolia’s Adult Ed and the Governor’s Dislocated Worker Task Force (20).

- Met with Marketing Director to discuss advertising options/plans for the NEG activities and the life of the grant.
- Attended the PTEC internship interviews. Two NEG/ASP participants were being interviewed; one internship opportunity is for a Chemtura special project. Ms. Arnold (NEG participant) was hired for the special project.
- Met with one SouthArk student who might qualify for NEG.

- **DOL/TAACCCT – Dr. Best**
 - Final paperwork submitted for completing purchases of equipment has been processed

- **ADHE FIT (Futures in Information Technology) – Dr. Best**
 - With final approvals of curriculum changes, LONs have been submitted to ADHE
 - Continuing recruitment in Union County service areas in an attempt to capitalize on mid-year student enrollment

- **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Best –**
 - R. Winiecki is investigating if salary funding can be increased for the PT RAMP Coordinator position

- **ADHE – CCRP (College and Career Readiness Program) – Dr. Bullock**
 - **Weekly Update 11/28/16 – 12/2/16**
 - 16 individual contacts
 - 14 group contacts
 - 30 total contacts

 - **Weekly Update: 12/5/16 – 12/9/16**
 - Financial Aid Night at Smackover 12/5/16\
 - CDF Webinar 12/8/16
 - Gregory and I presented alongside Bonnie Haynie and Sylvia Thompson at the Arkansas School Board Association 12/8/16
 - 10 individual face to face contacts
 - 37 group face to face contacts
 - 47 total face to face contacts

- **EDA/AMTC – Dr. Jones**

IV. Announcements

President

VPFA

VPL

VPSS

- **Guided Pathways**, February 17 in Little Rock (session particularly for CAO, deans, and student services personnel)
- **Commencement**, Thursday, December 15, 7 p.m. in Murphy Hall
- **Student Success Symposium: “Gear Up!”**: March 13-14, 2017, UCA, Conway, AR

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