

Cabinet Meeting – Monday, March 20, 2017
Administration Building Board Room – 3:00 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 – March 8, 2017 - approved

President

VPFA

- A. HR Committee Recommendation on Health Insurance – deferred to next Cabinet meeting
\$495/\$3500 deductible; \$519/\$2500; \$569/\$1500
- B. Liability insurance for vehicles used in Automotive program - \$480/vehicle – YES, needed if driven. Need to determine how many are actually required.

VPL

- A. APM change to 1.10 – Shared Governance Structure – Chairs Section – approved – coversheet for signatures will be sent electronically to Cabinet members.
- B. APM electronic approval form developed. A training session for all committee chairs will be developed and offered.

VPSS

CIO

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II. Discussion

President

- A. AMTC Project
- B. Legislative Issues – watching SB 441, SB 325, HB 1614

VPFA

- A. HR Update
- B. Construction update
 - JCI Whitfield environmental controls complete. They start in TEC this week.
 - McWilliams House – concrete floor poured
 - Fountain pipes broken and being repaired
- C. Budget status
 - Course fees to go to Board of Trustees for consideration on 3/21/17.
- D. Custodial Services – reviewing

VPL

- A. Blackboard contract: Estimated contract for three-years from renewal in 2018 (July 13, 2018) going forward -- \$56K (year 1), \$57K (year 2) \$58K (year 3)

- Options:
 - Blackboard
 - Canvas – \$41K (implementation in year 1)
 - Schoology – \$27K (implementation in year 1)
 - Self-hosted Moodle – Storage at SouthArk (space and electricity)
 - [Jenzabar E-learning](#) - asked Robert to check into this with Dr. Kirk

VPSS

- A. BRT Encryption – Dr. Kirk recommended using the Jenzabar “Violations on Sanctions” Report. Dr. Bullock and Dr. Kirk have had a review and it appears promising.
- B. [Website Policy for Website Updates](#) – in place but will send out information.
- C. Concurrent Enrollment Pricing for Louisiana – Dr. Best to look up MOU and share with Dr. Bullock and Carey Tucker.

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- A. Strategic Planning – [surveys to faculty/staff/students on Monday, 3/27](#)

III. Grant Updates/Progress Reports

- **DOL/Apprenticeship AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Best
 - James Dubose will have an adjusted PAF to cover the .5 position beginning on April 1, 2017.
 - Chemtura has provided Dean Winiecki with the requested apprenticeship information/needs statements and he has forwarded it to Karen Breashears (with NATF), Kyla Waters (ACC), and Mark McManus (DWFS). Ms. Breashears has indicated she will complete the filing to set the official DOL apprenticeship site for Welding.
- **DOL/NEG/ASP** – Dr. Bullock
3/13/17 – 3/17/17
 - Met w/ or spoke to six students
 - Contacted or attempted to contact 32 businesses regarding Job Fair
 - Submitted two applications for the Thomas Scholarship
 - Collaborated with AR Rehab regarding services for a felon
 - Continue to finalize and confirm details for Job Readiness Workshop and the Job Fair (April 4-5)
- **Dept. of Health Training Site Sub-grant:**
- **DOL/TAACCCT** – Dr. Best
 - Financials and the final grant reports are being processed via Linda Lephiew’s office.
- **ADHE FIT (Futures in Information Technology)** – Dr. Best
 - Last week Cathy Harrell attended a Parent’s night event at Junction City and was present for Senior Day on campus.
 - Cathy Harrell will be working to spend half of the promotional money allocated by the grant before May 2017. The grant budget for this year of \$6,000. However, because of the restriction on promotional items, there is a limitation of \$3,000 this fiscal year. The SouthArk Procurement Office has asked that we make our purchases to be received before the first of June. Cathy Harrell will meet with faculty the week after Spring Break to select items. The additional \$3,000 will be spent on advertising. Heath Waldrop is working with Cathy Harrell to determine which avenues will be most effective and efficient.
 - Cathy Harrell just received confirmation that [she](#) will be allowed to be on campus during lunch periods on March 28th and 29th and will also be going back to Strong-Hutting to meet with Sophomores and Juniors on March 28th.
 - Equipment purchases by the end of the month. Faculty are developing “wish lists” with appropriate justification. At [the](#) meeting the week after Spring Break, we will review the list and prioritize items for purchase. Faculty have been reminded that items to purchase must be within the guidelines of the grant scope and purpose. The grant has a total of \$42, 560 for hardware, software, subscriptions and summer camp

supplies, \$30,000 is allocated for this fiscal year of which \$26,000 is currently available (deducting purchases already made and estimated office/printing expenses for the remainder of this year). Once the items have been selected and prioritized, purchase requisitions will be submitted to make these purchases and receive delivery before June as requested by Ann Southall.

- Dates for the Summer Camp program are tentatively the first week of August, to avoid conflict with other similar camps offered next summer.
- Summer Camp/Camp program details are being finalized. Cathy Harrell, Mr. Ali, and Mr. Roomsburg are reviewing programs that are available for purchase to see which ones fit best within the scope of the grant.
- **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Best –**
 - 8 applications received. R. Winiecki is looking at applications in alignment with grant position scope-of-work
 - In consideration of the emphasis of “building the pipeline,” CTE Staff spoke with the entire Sophomore class at Parker’s Chapel HS on Thursday March 16.
- **ADHE – CCRP (College and Career Readiness Program) – Dr. Bullock**
3/13/17 – 3/17/1731 Individual contacts
 - 287 Group contacts
 - 318 Total contacts
 - Contacts include 7th-grade overview of college and senior financial literacy

IV. Announcements

President

March 30 – 25th Anniversary Kickoff Celebration; [12-1P](#)

March 31 – AMTC Groundbreaking – [10A](#)

April 1-4 – HLC Conference

April 6-7 – Strategic Planning

April 11 – Chamber Annual Banquet – [Dr. Jones and Sherry Howard to attend](#)

April 13 – Tourism Summit – [9A-4P](#) – [register through the Chamber](#) – [Jim Roomsburg and Dr. Jim Yates to attend.](#)

April 20 – Student Recognition Ceremony

April 22 –25 AACC Annual Conference

April 28 – Employee Recognition

May 4 -25th Anniversary BBQ for College employees, retirees, and graduates

May 12 – Spring Commencement – Speaker: Former Senator Tracy Steele

May 16 – GLAMS

VPFA

- A. QualChoice will be on campus April 12 to explain the Health Insurance Changes, 10:45 in the Workforce Building on the East Campus and 2 pm in the Library on the West Campus. Mr. Tucker will hold a session Friday, April 12 at 9 am in the Library auditorium for those that missed the other two sessions or if anyone wants to have follow up questions

VPL

- A. The Chronicle’s Great Colleges to Work for 2017 Faculty/Staff Survey is active and **DUE on April 7, 2017**

VPSS

A. **Job Readiness Workshop**, April 4, 10 a.m.-3 p.m., ECC

B. **Job Fair**, April 5, 10 a.m.-3 p.m., ECC

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