

Cabinet Meeting – Monday, May 1, 2017 rescheduled to May 2, 2017
Administration Building Board Room – 8:30 A.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 Academic Affairs, Dr. Mickey Best – (on leave)
<u>X</u>	_____	Vice President for Student Services, Dr. Jim Bullock
<u>X</u>	_____	Associate Vice President for Administration, Dr. Tim Kirk
<u>X</u>	_____	Chief Institutional Effectiveness & Advancement Officer, Dr. Stephanie Tully-Dartez

I. Action

Approval of Minutes – April 26, 2017 – approved

President

VPFA

VPAA

VPSS

AVPA

CIEAO

II. Discussion

President

A. Academic/Planning Council proposal

- APM 3.05 – approved with minor edits and addition of cohort definition
- Industrial Tech/Mech – approved curriculum changes
- Distance Learning Manual – approved addition of faculty training levels and QM best practices
- *Endorsed change in Master Syllabi template to include grading scale as part of evaluation section

VPFA

A. HR update

B. Construction update

- McWilliams progressing
- Chilled water lines in and pad
- Boilers to be installed week of May 8th

C. Business Office Student Support

- The 2-3 weeks during registration will locate a business office employee

VPAA

VPSS

AVPA

CIEAO

A. Strategic Planning

In light of Strategic Plan retreat:

1. Made suggestions for change in vision statement which will be presented to Planning Council
2. Asked all Cabinet members to make suggested mission statement changes and submit to Susan by next Tuesday
3. Refined strategic initiatives – Dr. Tully-Dartez to summarize and present at next meeting

III. Grant Updates/Progress Reports

- DOL/Apprenticeship AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding) – Dr. Best
- DOL/NEG/ASP – Dr. Bullock
 - **Weekly Summary of Activities, April 17-21**
 - Recruited/shared in WAGE classroom (11)

- Submitted ASP Leveraged Resources report to VW & JB
- Completed and sent Leveraged Report to McManus & Waters
- **Received information that the grant can be extended up to 1 yr.**
- **Weekly Summary of Activities: April 24 – 28**
 - Participated in Mock Interviews for night PTECH students (5)
 - Collaborated on new student Thomas Scholarship application
 - Gathered information requested by WIOA – NEG partner
 - Made 16 recruiting calls for CPT program starting in May
- DOL/TAACCCT – Dr. Best
- ADHE FIT (Futures in Information Technology) – Dr. Best
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- ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Best –
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- ADHE – CCRP (College and Career Readiness Program) – Dr. Bullock
 - **Weekly Update for 4/17 – 4/21**
 - Summer program applications were due April 21st
 - Coaches are working with individual students to meet final metric percentages
 - 25 Group contacts
 - 47 Individual contacts
 - 72 Total contacts
 - **Weekly Update 4/24/17 – 4/28/17**
 - The deadline to sign up for the summer programs was April 21
 - We received 140 + ACT Prep applications for 112 spots
 - We received around 10-15 applications on each of the Bridge programs. Both Bridge programs will be re-advertised
 - Coaches worked to sign accepted ACT prep students up for the ACT.
 - Coaches are working to finalize metrics
 - The Data Retrieval Tool has been inactive since early March making it problematic to reach 90% on financial aid applications.
 - However, coaches are diligently working at it.
 - There's been 12-14 financial aid workshops held in the county this year and lots of individual work.
 - 20 Individual contacts
 - 69 Group contacts
 - 89 total contacts

IV. Announcements

President – (see schedule of events)

VPFA

VPAA

1. Administrative Specialist II ratings sheets have been completed by all search committee members. Target for interviews: Wednesday May 3rd that will include a second-level assessment test. This is a test that was designed by Marguerite Rodgers used by the Foundation and VPAA offices when considering replacement of their administrative assistants.

VPSS

- Two SS staff members are graduating with master's degrees from SAU on May 5:
 - Tim Johnson
 - Melissa Kyle

- Tim Johnson has been appointed to serve on the Advisory Board for El Dorado Salvation Army.
- Upward Bound Graduate Award Banquet, May 25, 6 p.m., El Dorado Country Club
- Upward Bound Summer Program, May 30

AVPA

CIEAO

SouthArk Upcoming Events			
Date	Description	Location	Time
Monday, May 1, 2017	Betty Owen School of Practical Nursing	El Dorado Conference Center	6:30 p.m.
Thursday, May 4, 2017	SouthArk 25 th Anniversary BBQ	Heritage Plaza – West Campus	6:00 p.m.
Friday, May 12, 2017	Spring Commencement	El Dorado Conference Center	7:00 p.m.
Tuesday, May 16, 2017	GLAMS	West Campus	
Tuesday, May 16, 2017	Board of Trustees Meeting	Administration Building Board Room	3:45 p.m.
Wednesday, May 24, 2017	Foundation Board Meeting	El Dorado Conference Center	Noon