

**Cabinet Meeting – Monday, May 7, 2018
Whitfield Classroom Building Room 103 – 3:00 p.m.
Minutes**

Present	Absent	Cabinet Member Name
X		President, Dr. Barbara Jones
	X	Vice President for Finance & Administration, Mr. Carey Tucker
X		Interim VP for Academic Affairs/Provost, Dr. Jim Bullock
	X	Dr. Derek Moore, VP for Student Affairs
X		Associate VP for Administration, Dr. Tim Kirk
X		Associate VP for Workforce & Career Education, Dr. Stephanie Tully-Dartez
X		Associate VP for Arts, Sciences, & Academic Support, Dr. James Yates

I. Action

Approval of Minutes – April 23, 2018 – [approved with edits](#)

President

VPFA

IVPAA/P

Actions

A. Planning Council Items for Approval

- **Proposal to update APM 3.03** to reflect the current division structure and names of the divisions. It was clarified that these were Title and Division name changes.
Postponed.
- **Changes to APM 3.18** – Distance Learning Policies and Procedures Manual
 - Proposal to accept a revision to the current Online Attendance Policy. 2017- 2018 College Catalog, page 52. Distance Learning Policies & Procedures, page 12.
 - Students are expected to log in to their class during the first week that classes meet for the semester. “Students who do not log in and submit a graded assignment by the 11th class day or its equivalent will be dropped from the course.”
 - Revision to the Existing Course Review Process. Distance Learning Policies & Procedures, pages 9-10. “The review team will consist of three members chosen from: the Academic Deans, a Distance Learning staff member, and a faculty member.”
 - Changes to proctoring of tests, page 11 of the Distance Learning Policies and Procedures Manual.
- **Changes to APM 2.25** – Tuition Waiver (APM Change Form included) – *to cabinet with concerns and suggestions*
Only approved no waiver for repeat of courses. Sent back other waiver questions to HR committee. Asked HR committee to research what the procedures are at other community colleges in AR.
- **Changes to APM 2.49** – Background Checks (APM Change Form Included) – *to cabinet with concerns and suggestions related to Volunteers and Student Workers. Needs “Dignitaries” defined.*
Clarify “dignitaries” – (elected officials)
Suggested Carey Tucker contact our attorney at AG’s office concerning background checks.

VPSA

AVPA

AVPWCE

AVPASAS

II. Discussion

President

A. Administration Building update:

- A 12" X 14" piece of wall with Elvis' signature was removed
- Business office moving to former AWBC
- AWBC is relocated to EDIE's; doors for conference room to be installed
- Walls going up in University Center for CFO office and record storage
- Gym is cleared; cleaning today; and will smoke treat on Tuesday
- Scaffolding going up
- Lawrence Electric installing a temporary circuit to work trailers and to bring cameras online
- Working on roof, placing decking on attic floor

B. Student Housing Update - NA

C. Project Updates

1. OER project – NA
2. Articulation Agreements – making progress – revisions to current agreements will be sent to universities in June
 - a. 2+2 articulations
3. Self-studies
 - a. Business – draft 154 pages – to be edited – still working to secure on external reviewers
 - b. Phlebotomy – due by end of May to AVP
4. Academic Plan – division plans in WEAVE – requested to be prepared on Word document
5. Guided Pathways – finish pathways on U-drive; website (Charley) to upload links to maps by July 1
6. Productivity Funding Task Force – meeting cancelled – to be rescheduled ASAP
7. Community Service Food pantry and Career Closet now relocated to in Brown House

VPFA

A. HR Update

B. Construction Update

AMTC – replaced transformer. Working on low voltage wiring – move in May 21st
McWilliams – met with CADM – gave timeline – specifications due by July

C. Budget Update – Committee approved recommendations

D. Employee Recognition – May 9th – moved time to 10A

E. Administration Building Update (see above)

IVPAA/P

- A. Inclusion of retirement of adjunct faculty in board meeting recognitions – include in memo
- B. Convocation speaker – checking into speakers
- C. Faculty Rank APM – to be discussed in fall 2018

VPSA

AVPA

AVPWCE – Academic Affairs approved closure of RSTH program on Friday. Planning Council notified by email. Cabinet approved RSTH program closure recommendation.

AVPASAS

III. Grant Updates/Progress Reports

A. Grant Development

1. Culinary Arts
2. NSF
3. Verizon – received additional \$20,000 for equipment and supplies
4. Other

DOL/Apprenticeship (Arkansas American Apprenticeship Initiative (AAPI) (Welding) – Dr. Tully-Dartez

ADHE FIT (Futures in Information Technology) – Dr. Yates/Dr. Bullock

Spend down plan submitted last week.

Continuation grant in development

ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline – Dr. Tully-Dartez

Continuation grant in development

CCRPP (College and Career Readiness Pilot Program) – Dr. Moore

Received from ACE. MOU submitted

IV. Announcements

President

VPFA

IVPAA/P

A. Commencement is Friday, May 11, at 7 p.m.

B. Presentation of President’s scholarship at Camden Fairview and Fordyce – Dr. Bullock
– 2 freshman scholarships – Hampton – Dr. Jones

VPSA

AVPA

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SouthArk Upcoming Events Spring 2018			
Date	Description	Location	Time
Monday, May 7	Nurses Pinning	El Dorado Conference Center	6:30 p.m.
Wednesday, May 9	Employee Recognition Brunch	El Dorado Conference Center	9:00 a.m.- 12:00 p.m.
Thursday, May 10	GLAMS		
Friday, May 11	Spring Commencement	El Dorado Conference Center	7:00 p.m.
Tuesday, May 15	Board of Trustees Meeting	TBD	3:45 p.m.
Wednesday, May 23	Foundation Board Meeting	WHT 231	Noon
Thursday, May 24	Upward Bound Senior Recognition and Awards Ceremony	EHS cafeteria area	6:00 p.m.
Revised 5/7/2018			