

Cabinet Meeting – January 31, 2019
Health Science Center Conference Room – 3:00 p.m.
Minutes

Present	Absent	Cabinet Member Name
X		President, Dr. Barbara Jones
	X	Vice President for Finance & Administration (VPFA), Mr. Carey Tucker
X		VP for Academic Affairs (VPAA/), Dr. Michael Murders
X		VP for Student Affairs (VPSA), Dr. Derek Moore
X		Associate VP for Administration (AVPA), Dr. Tim Kirk
X		Associate VP for Planning & Career Education (AVPPCE), Dr. Stephanie Tully-Dartez
X		Associate VP for Arts, Sciences, & Academic Support (AVPASAS), Dr. James Yates
	X	Associate VP for Workforce & Advancement (AVPWA), Sherry Howard

I. Action

A. Approval of Minutes – January 24, 2019 – **approved**.

President

VPAA

A. Academic Calendar Proposal

- Presented new class times to assure consistency
 - a. Fall and Spring for MW and TR classes:

0800-0920	1300-1420	1730-1850
0930-1050	1430-1550	1900-2020
1100-1220	1600-1720	

1230-1300 (no classes)
 - b. Summer sessions for MTWR classes (assuming 5-weeks):

0800-1000
1015-1215
1230-1430
 - c. Cohort programs would continue to run on adjusted schedules (i.e. OTA, PTA, Paramedic, Nursing, etc.)
- 2019-2020 Academic Calendar – **approved**
- Final exam schedule times/days – **approved**

VPSA

VPFA

A. Budget:

- BOT finance committee to meet on Tuesday, 02/19/2020 – Can cabinet meet on Monday, 02/18/2020?
Yes (face-to-face or electronic)

B. Jenzabar:

- Dates for J1 preview on campus? (Jenzabar is getting a new web interface)
Scheduled week of March 12th

AVPASAS

AVPA

AVPPCE

A. OTA National Certification Study Materials Grant - \$13,000 grant proposal for OTA licensing exam study materials

AVPWA

II. Discussion

President

- A. Legislative updates
- B. Productivity Funding – meeting on Monday at 10A at ADHE
- C. Campus Conversations:
 - **WEST CAMPUS**
Friday, February 1, 2019
8:30-9:30 a.m.
Library Auditorium
- D. Information:
 - Facilities utilization
- E. [Student Housing](#)

VPAA

- A. Academic Updates
 1. Process Technology Prerequisites change – add MATH 1073 Technical Mathematics as an alternative math prerequisite to CHEM 1014/L College Chemistry Principles 1/Lab.
 2. Criminal Justice Program/Plan of Study – add the following CJ courses to the Plan of Study to more accurately reflect the requirements for an AAS Degree and to be in proper alignment with ADHE. (
 - a. CRJU 2503: Criminology
 - b. CRJU 2523: Introduction to Corrections
 - c. CRJU 2543: Juvenile Rehabilitation and Corrections
 - d. CRJU 2513: Juvenile Justice
 - e. CRJU 2533: Community-Based Corrections
 - Deleted some general education courses to meet the concentrations for ADHE (2 HISTs and 2 PSYCs and 1 SOCI)
 3. General Technology Degree Plan– add the Culinary Technical Certificate as a tract in the General Technology Associate of Applied Science Degree.
 4. Course Name change of Quantitative Literacy to Mathematical Reasoning (MATH 1113) 1. Purpose of Name Change – To improve enrollment for the Quantitative Literacy course. Feedback from current math student as well as Student Services state that the name is intimidating/confusing. Another Arkansas college saw increased enrollment when the name of QL was changed. MATH 1113 is listed on the ACTS website as Quantitative Literacy/Mathematical Reasoning.
- B. MOU Signing with ATU –February 5th at 11:30A ECC
- C. Parking issues at Brookshire’s – need signs

VPSA

- A. Registration recap update/next steps – good dialogue – suggestions, actions – mock registration to identify problems and issues
- B. Sports Booster club – potential account thru Foundation
- C. On campus recruitment (location) – university recruiters move to Whitfield atrium

VPFA

- A. HR Updates
- B. Facilities/Construction: (see Announcements)
 - Administration Building
 - McWilliams House
 - Heritage Plaza
 - Gym

- Leaks
- C. Budget Update
 - Course fees submissions extended until 5pm Monday.
 - Department budget submissions due Friday, 02/08/2020.
- D. Mock registration exercise next week to review processes and work flows.
- E. Jenzabar
 - Awaiting contract for Student Clearing House integration.
 - Developing scope of work for CE billing
 - Developing scope of work for additional admissions training
 - Developing scope of work to use PO system to approve salary and unencumber funds as payroll expenses funds
- F. Travel
 - An ad-hoc subcommittee of the administrative affairs council, working with Ann, to be formed to review APM travel sections.

AVPASA – Dr. James Yates

Articulation Agreements - Signing Updates

- ATU – MOU signing is scheduled for Feb. 5, 2019, 11:30 AM
- UALR – “hope to have something for us soon”
- HSU – in process
- [UALR](#)
- [UAM](#)

AVPA

AVPPCE

AVPWA

III. Grant Updates/Progress Reports

- A. Grant Development
 1. NSF – Dr. Tully-Dartez
 2. EMA – Dr. Yates
 3. Harwood Grant (OSHA) – Sherry Howard
- B. **DOL/Apprenticeship (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Tully-Dartez
- C. **ADHE FIT (Futures in Information Technology)** – Dr. Yates “[Show-n-Tech](#)” competition PSA
- D. **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline** – Dr. Tully-Dartez
- E. **DOJ (Department of Justice) Consortium**– Dr. Moore – CCRT meeting today
- F. **Verizon** - Dr. Yates – [met last weekend](#)
- G. **Delta Regional Authority (DRA)** – Dr. Tully-Dartez
- H. **League for Innovation (Public Health grant)** – Dr. Moore

IV. Announcements

- Construction:
 - ECC Roof: Repairs are continuing - Mattox in March (weather & ECC events may delay)
 - McWilliams house has been abated. The plumbing and electrical work has begun. Painter has submitted color palette.
 - ADM Building: The expedited contract has been signed as with a revised deadline of July 18.
 - ADM Building: The plaster is being placed on the walls of the third floor (you can see them lifting plaster on the west side of the building).

- HSC Building: The boiler has been patched and it is operating safely. Parts are being ordered for it to be repaired properly.
- HSC Building: The lights on the first floor of Health Science have been repaired. El-Ark repaired a circuit feeding the pole lights in the parking lot (lose neutral).
- TEC Building: Otis inspected the elevator this morning as there were reports of loud banging yesterday afternoon. Currently out of service awaiting re-inspection.
- Fountain: We have quotes from C&K and Glenn to repair the fountain. The fountain expert is working to get his quote to the college as well. After all three quotes are collected, then we will know the total repair costs to make the fountain fully operational (does not include moving the wind sensor).

Please review. Send any edits/additions to Susan Jordan.

SouthArk Upcoming Events			
Date	Description	Location	Time
February 1, 2019	Campus Conversations	West Campus, Library Auditorium	8:30 a.m.
February 1, 2019	SouthArk Wear Red Day/ National Wear Red Day®	Photo/Library	9:30 a.m.
February 12, 2019	Concert -Blanchard Music Group		12:30 p.m.
February 19, 2019	New Employee Orientation		8:30 a.m.-5 p.m.
March 9, 2019	Literary Festival		
March 12, 2019 (tentatively)	Manufacturing Day		
March 12, 2019	Spring Fling	Gym	
March 14, 2019	Weldathon	East Campus	
March 19, 2019	Board of Trustees Meeting	East Campus, WFD	3:45 p.m.
March 18-22, 2019	Spring Break for Students		
March 22, 2019	Spring Break College Closed		
March 27, 2019	Foundation Board Meeting	WHT Room 231	Noon
April 1-2, 2019	SouthArk Library Arts & Crafts Expo	SouthArk Library	9 a.m.-4 p.m.
TBD	<i>Between the Lines</i>		
April 18, 2019	Student Recognition Ceremony	ECC Murphy Hall	
April 22, 2019	NSLS Induction		
May 8, 2019	GLAMS		
May 9, 2019	Employee Recognition Brunch	ECC	10 a.m. -1p.m.
May 10, 2019	Commencement	ECC	7:00 p.m.
May 21, 2019	Board of Trustees Meeting	East Campus, WFD	3:45 p.m.
May 22, 2019	Foundation Board Meeting	WHT Room 231	Noon