

Cabinet Meeting – Monday, December 15, 2014  
Administration Building Board Room  
Minutes and Notes

## I. Action

Approval of Minutes – December 8, 2014

### Dr. Barbara Jones

- Letters of Notification
  - Industrial Technology: Mechatronics – approved with edits. Brief student outcomes – check with Jim Roomsburg
  - Advanced Pipe Welding – Certificate of Proficiency – ok – approved with edits

### Dr. Stephanie Tully-Dartez

- APM 3.06 – Course Syllabi – revisions
  - Ok – commended minor changes to be made
  - To be signed by cabinet once changed

### Dr. Belinda Aaron

- APM 5.34 – Proposed changes to Faculty and Staff Housing to reflect current practice. – Under review-no actions taken

## II. Discussion

### Dr. Barbara Jones, President

- Convocation (handout) – revisions suggested
- Commencement
- Vice President for Learning orientation – times/dates set:
  - Tim (schedule in His office) – 1 HR
  - Belinda – 1 Hr
  - Stephanie – 3 Hrs
  - Jim – 1 Hr
  - BJ – 2 Hrs
- Vice President for Learning/Vice President for Finance & Administration reception – Thursday, February 5<sup>th</sup> – check on availability of ECC
- APM format – to be sent to the cabinet for approval and implementation

### Dr. Jim Bullock, Vice President for Student Services

- Update on Act 1280 Approved Provider Application
- Procedures in the Event of a Student Death

### Dr. Belinda Aaron, Vice President for Finance and Administration

- Arkansas Health Care Consortium:
  - The Human Resources department went to the regular meeting last week and reports the consortium finances have improved significantly after the unexpected August re-enrollment changes. Fewer claims were reported for the quarter. They anticipate higher expenses for the last quarter as many members try to get procedures done before the end of the year if they have met their deductible.
  - Health Care Reform Transitional Insurance Fee: As mentioned last week, the unbudgeted fee of \$63.50 per covered member was been paid for the calendar year 2014. The fee for calendar year 2015 is estimated at \$45.00 per covered member. The Human Resources department reports some schools are passing the unanticipated expense along to the employees. Does SouthArk want to cover this fee in addition to the premiums or pass the per-covered-member expense along to the employees?  
Cabinet approved coverage of this fee for employees – to be covered via benefits contingency funds.

Dr. Tim Kirk, Chief Information Officer

Dr. Stephanie Tully-Dartez, Chief Institutional Effectiveness and Advancement Officer

- Redesignation of Admin 205 A – **Lactation room designated**

### III. Announcements

Dr. Barbara Jones, President

Dr. Jim Bullock, Vice President for Student Services

Dr. Belinda Aaron, Vice President for Finance and Administration

- The DFA has requested a report of all current Solicitations for Contracts (RFP's, RPQ's, Sole Source or other procurement options) being developed by State Agencies by Friday, January 9, 2015. If our agency is currently developing a solicitation for a proposed project and/or procurement, please provide the following information on each project: Project Goal, Estimated/Projected Cost, Time Frame – Anticipation of Release to Bidders – Estimated Project Start Date, Is this a New Program or Continuation of an Existing Service. Please report this information this week to Ann or Bruce as they preparing this information.
- TEC district loop connection project – The state notified us this project requires an MEP engineer to prepare the specs. An RFQ will be sent out for the MEP engineer, then the project itself will be bid. This additional requirement delays implementation of the chiller replacement.
- The Valley food service contract was renewed for an additional year. The cost increased 2% tied to the CPI.
- The canteen vending machine company was bought out. We have signed an agreement with the new company, Compass Group USA Inc.
- The east campus tree crop harvest is complete. Anticipated crop harvest proceeds are about \$39, 225.
- The Business Office hired Corina Hammonds for the vacant Fiscal Support Technician position. She begins January 5<sup>th</sup>.

Dr. Tim Kirk, Chief Information Officer

Dr. Stephanie Tully-Dartez, Chief Institutional Effectiveness and Advancement Officer

- Assessment week is in progress. In order to assist faculty with their reports and new syllabi formatting, I may not be in my office for extended periods of time. Please email or call my mobile for anything urgent.
- Katie Farrin will be joining the advancement office as the part time marketing and communications assistant in January.

#### **December 15, 2014 – Monday**

Renaissance Holiday Concert

7:00 p.m. – El Dorado Conference Center

#### **December 16, 2014 – Tuesday**

Employee Holiday Reception

11:30 a.m. – El Dorado Conference Center  
Murphy Hall I

#### **December 18, 2014 – Thursday**

Commencement

7:00 p.m. – El Dorado Conference Center