

Cabinet Meeting – Thursday, October 8, 2015
Administration Building Board Room – 3:00 P.M.
Minutes

<u>Present</u>	<u>Absent</u>	
<u> x </u>	<u> </u>	President, Dr. Barbara Jones
<u> x </u>	<u> </u>	Vice President for Finance and Administration, Mr. Carey Tucker
<u> x </u>	<u> </u>	Vice President for Learning, Dr. Mickey Best
<u> x </u>	<u> </u>	Vice President for Student Services, Dr. Jim Bullock
<u> x </u>	<u> </u>	Chief Information Officer, Dr. Tim Kirk
<u> x </u>	<u> </u>	Chief Institutional Effectiveness & Advancement Officer, Dr. Stephanie Tully-Dartez

I. Action

Approval of Minutes – September 24, 2015 – [approved with minor edits](#)

President

VPL

- HLC Conference Attendees (April 15-19) – [Suggested – Dr. John Spencer, Carey Tucker, Dr. Mickey Best, Dr. Stephanie Tully-Dartez, Dr. Barbara Jones, Dr. Jim Bullock, and Caroline Hammond](#)
- Request for Simulation Lab Fee – [approved – \\$140/semester for specific courses](#)
- PTEC Course Fee – [approved – \\$70-two PTEC courses](#)
- Assignment for oversight of annual ACC Conference preparation to VPL office – [approved](#)

VPFA

- Discuss the approved Holiday leave schedule for the upcoming Christmas Holiday prior to resending to all staff and faculty. – [14 hours leave required to be taken](#)
- Review the proposed email to the staff and faculty covering the electronic Leave Certification. – [minor changes suggested](#)

VPSS

- Veteran Priority of Service Policy (APM 4.12) – [approved](#)
- Creation of standing ADA Committee (APM 3.01)
 - [Not approved as a standing Committee.](#)
 - [Cabinet supports the need for a task force for ADA Compliance concerns. This task force will report findings to the Administrative Council. Cabinet also suggested adding Dir. Of Physical Plant to task force. Dr. Jones will appoint.](#)

II. Discussion

President

- HLC
- Budget
- Coverage for week of October 11-17
- President's Goals (handout)
- Master Plan for ADHE (handout) – [Affordability, Funding Formula, Remediation, College Readiness](#)

VPL

- Coordination activities for annual Arkansas Community Colleges (ACC) Conference
 - Coordination with A. Southall for cost coverage? Is individual travel coordinated through applicable division?

- Participation confirmation for all SouthArk attendees for sessions? Advise attendees there is the expectation of attendance at sessions
 - Establish “Brain Bowl” team membership and “T-shirt” campaign based upon conference theme?
 - Setting deadline for SouthArk “presenters” and topic areas? Is there an expectation that the presentation will have a tie-in to SouthArk and what we are doing in the area that is being presented on?
 - Off-campus presentation proposals, when representing the college or their programs should be approved by the appropriate Vice President or President.
- Faculty training program for online teaching
 - SAU Magnolia graduate-level, non-credit course for Blackboard (modular-based and certification tracking capability)
 - Does SouthArk want to develop the same non-credit course (using Blackboard’s curriculum) in which faculty and staff who will be teaching for us must “certify?” – Yes, if no cost or minimal costs. Dr. Best is to investigate further.
- Dr. S. Tully-Dartez

Dr. Jim Bullock

Carey Tucker

- Faculty Affairs recommendations for addressing current enrollment issues
 - Institute an ad hoc committee of professors, average students, and Heath Waldrop to study the effectiveness of our ad campaigns and see how the college can follow through with the interest the ads generate
 - Work with the service area (Union County and beyond) Chambers-of-Commerce to develop a plan to get employers to encourage their employees to pursue a college education or GED through SouthArk
 - Survey current students twice per year to see if the institution can identify their obstacles to enrollment and attendance
 - Investigate the possibility of child care on campus or as a part of an M.O.U. with an outside agency for SouthArk Students, Faculty, and Staff
 - Develop a tuition down-payment system that allows students to pay off their expenses to the college as the semester progresses and establish “have to make the payment” deadlines
 - For book costs, investigate a possible “SouthArk Credit Card” just for book purchases to all students to pay down on their increasingly expensive books, a little at a time

*Designated Cabinet Members will investigate suggestions.

- Can Program Directors conduct faculty evaluation for adjunct faculty?
 - Approved Plan for adjuncts incorporates only the classroom observation by the supervising dean and the student end-of-semester evaluation

VPSS

- SGA/ACAP request to host a haunted house at the Living and Learning Lab Thursday evening, October 29 – Ok with Student ID and Security
- STAND request for SouthArk to send and underwrite (\$79 each + travel) 10 students to attend the STANDOUT Leadership Institute in Little Rock on October 30 – Ok – paid for out of Student Activities fees
- Noise issues in atrium of Whitfield – Carl Blake addressing.
- Reminder about need for all students to wear SouthArk ID on campus at all times

CIEAO

- Marketing Outside of Service Area
 - Example: SAU Tech marketing at Movie Theatre, Radio, and/or local Newspaper
- Communication with Students after application, acceptance, etc.
- EDIE’s Village/T-shirt house revitalization

VPFA

- Chief Admin Services position

III. Announcements

VPFA

- Ann Southall has submitted a test submission to DFA on the Cooperative Reporting aspect of Act 557. We are on a 14 day waiting period to see if the test batch works. If this works, we have August expenses input and ready to submit and will have September ready to submit by the middle of October.
- The Conference Center is sponsoring a booth at the upcoming home and expo show Oct 20. Barry will man the booth, but recommends Student Services and the Foundation also have representation. Last year he fielded questions about our Adult Education programs. Contact Barry at 448 for volunteers or more information.
- The Welding Renovation start was delayed so that the work in the larger Welding room can be completed during the Christmas Break with no interruption for students.
- Within the next couple of weeks, engineers representing ClearResults will be on campus to survey our energy use and eventually provide a report with recommendations for us to cut energy costs.

VPL

- Next AHECB quarterly meeting is October 30, 2015 in Little Rock
- October 16, 2015 is the deadline for all full-time faculty to complete their *Beginning-of-Year* Faculty Evaluation Plan meetings with the supervising deans
- Academic standing committees are reviewing membership representation and term limits for Chair and Chair-Elect positions and will be presenting formal proposals through committees for consideration
- Programs up for review for 2015 – 2016:

<u>Degree Code</u>	<u>CIP Code</u>	<u>Program Name</u>	<u>Award</u>
0517	30.9999	General Technology	AAS
4905	48.0508	Basic Welding Technology	CP
0905	48.0508	Weld Inspection	CP
0105	48.0508	Welding Layout and Pipefitting	CP
0215	48.0508	Basic Gas Welding	CP
0713	48.0508	Welding—Gas Tungsten Arc (GTAW-TIG)	CP
4900	48.0508	Welding Technology	TC
1005	13.1206	Teaching	AAT*
0790	51.0907	Radiologic Technology**	AAS
0710	51.1601	Nursing**	

*ADHE has stopped pursuance. SouthArk has been approved for a new AS in Ed.

**Current outside accreditation status that indicates the program is “in good standing” suffices for a program review.

VPSS

- Dates
 - Vaya, Crezca, y Lograra, October 17, 1-5 p.m., Heritage Plaza
 - College Knowledge, October 26-28
 - Meeting of Union County Principals and Superintendents at SouthArk (October 28, 2-3:30 p.m., HSC Lecture Hall)
 - Fall Fest, October 29, 11A-2P
 - College Night, October 29
- Manufacturing Day (Perkins and NEG/ASP participation)
- Sympathy cards for Oregon

CIEAO

- IPEDS fall information has been submitted and locked
- ADHE fall submission in progress

DRAFT