

Cabinet Meeting – Wednesday, September 7, 2016
Administration Building Board Room – 3:00 P.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 Learning, Dr. Mickey Best
<u> X </u>	_____	Vice President for Student Services, Dr. Jim Bullock
<u> X </u>	_____	Chief Information Officer, Dr. Tim Kirk
<u> X </u>	_____	Chief Institutional Effectiveness & Advancement Officer, Dr. Stephanie Tully-Dartez

I. Action

Approval of Minutes – August 30, 2016 – **approved**

President

VPFA

1. ADA sidewalk repairs from HSC to Independent Living Laboratory – approved with 3 bids
2. Employee Club contest request – weight loss challenge – suggest to be part of overall college plan for wellness

VPL

1. Establishment of Committee-on-Committees as approved in Academic Affairs Council on Friday September 2, 2016 – The concept of the Committee-on-Committees is endorsed by the Cabinet; however, the document presented had numerous flaws. Revision and expansion of the document to include all standing committees with existing APM governing structure requested. The VPL is asked to coordinate with faculty affairs committee members on this effort.
2. Distance Education Policies and Procedures Manual for adoption into APM – asked to review for typos and dates. Bring back to cabinet next week for APM approval.
3. Assessment Manual – approved as **APM 3.17**.

VPSS

CIO

CIEAO

II. Discussion

President

1. SouthArk Lead
 - a. applications for approval – **approved 6 applicants**
 - b. schedule – (see attached) – **asked cabinet members to put dates on calendar**
2. Faculty/Staff Tuition Waivers – SAU, SAU-Tech – **waiver policy to be reviewed**
3. Campus Conversation Dates scheduled – (see attached) – **all invited to attend, but request all professional staff & faculty. Sign in sheets & certificates of attendance.**
4. HLC Student Survey – **email goes out on Monday**
5. Grant Updates/Reports
 - **DOL/Apprenticeship AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding) – Dr. Best**

- A new Welding Apprenticeship Coordinator job advertisement ad was approved and submitted to HR on 09/06/2016
- DOL/ASP/NEG – Dr. Bullock – [no updates](#)
- DOL/TAACCCT – Dr. Best
 - [September 29th – New Growth consultants on campus](#)
 - [October 4th – Manufacturing Day](#)
 *Could we tie in for College Works event? Dr. Best to report next week.
- ADHE FIT (**Futures in Information Technology**) – Dr. Best
 - Four HS students total enrollment for the current semester. PC indicated they would have 8 – 10. All four students are taking both courses. 7 in Windows OS and 10 in MicroComputer Business App
 - Recruiting has already taken place at Upward Bound
- ADHE RAMP (**Regional Advanced Manufacturing Partnership: Building the Pipeline**) – Dr. Best
 - New Textbooks have been purchased for Secondary Technical Center Mechatronics students
 - A planning group (D. Winiecki, A. Lopez, A. Hix, D. Carty) is working on the structure of the next Young Manufacturer’s Institute (YMI)
- ADHE – CCRP (**College and Career Readiness Program**) – Dr. Bullock – [study-skills course in 8th grade classes – ACT info – 268 total contacts](#)
- Others
 - [USDA-DRA](#)
 - [Simulation equipment received & technician installed](#)
 - [Training to be done](#)

6. HLC Projects

- Assurance Argument – Dr. Bullock – [gave access to Mock visit team on 9/2](#)
- Federal Compliance – Carey Tucker – [posted on HLC site](#)
- Faculty roster report – Dr. Best – [snap-shot of FT; Adjunct NOW > requested by % for next week.](#)
- Assessment Plan – Dr. Best and Dr. Tully-Dartez – [approved today \(9/7\)](#)
- Master Syllabi – Dr. Tully-Dartez and Dr. Mickey Best
 - [45% “clean” 27% loaded](#)
 - [After the rest are loaded by Bryce, Marguerite to takeover work on clean-up/formatting/loading](#)

VPFA

1. Forms within Jenzabar – [contained form management 6.4](#)
 - 1.a. [View 6.4 in Beta before putting upgrade in place](#)
2. Overtime and Comp Time
3. HR Review
4. [Budget review](#)

VPL

1. SouthArk participation in AIC (Internet Course Exchange) – [next meeting September 15th – Dr. Best will attend.](#)
2. Process for identifying and retrieving archival material from basement of Whitfield building for inclusion in SouthArk Archives? – [Philip Shackelford interested in reviewing material.](#)
3. Excessive Absenteeism reporting and considerations of Faculty-to-Student letter of warning versus having Student Advising Coach or VPL send letters. – [Drs. Best & Bullock to work on & make changes](#)
4. .pdf report access in Jenzabar and who now has access – [any staff at SouthArk.](#)
5. Committee Structure at SouthArk.

Background: On Friday, September 2, 2016 a proposal for service terms and structure presented by the Faculty Affairs Committee (FAC) to the Academic Affairs Council (AAC) was defeated. At the conclusion

of the vote, Dr. Ken Bridges announced his intention to resign his position as Chair of the [FAC](#) and he immediately left the room. Following his departure the Chair of the AAC requested consideration of another proposal put forward by the [FAC](#) to establish a “Committee on Committees” and it was approved.
([HANDOUT](#))

VPSS

1. Enrollment Update
2. Updates on NEG and CCRP
3. Candidate request for SouthArk to host political debates on campus – [SouthArk can offer facility – Library Auditorium](#)
4. SAS Instructors
5. Process for Withdrawal for Excessive Absence
6. Replacement chair for [Student Affairs Council](#) and Recruiting Committee
7. [BRT/Title IX investigators needed for training](#)
8. [Guided Pathways – Professional Development – team of 5](#)
9. [ITT closing](#)

CIO

1. [AREON funding – letter from USAC received – \\$15,000 check coming](#)
2. [New reports – internal](#)
3. [State reports](#)

CIEAO

III. Announcements

President

1. Board Meeting is September 20th – board reports/agenda items due to Susan Friday, September 9th (see email sent on August 25th)
2. Expo Saturday, September 10th
3. [AIPs due September 23rd – schedule meetings September 27-30](#)
4. [HE Realignment Task Force – Testimony – September 14th](#)

VPFA

VPL

1. September 22, 2016 – SouthArk Library recognition – 20th Anniversary at 6PM
2. [Lloyd Hammons, chair – calling next week to discuss the HLC visit](#)

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1. [Salary study webinar](#)
2. [Adult Education will not count GEDs but will count GEDs that enroll in college](#)
3. [Small business awards](#)