

Cabinet Meeting – Monday, August 22, 2016  
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 – August 15, 2016 – [Approved with edits](#)

President

VPFA

VPL

- Faculty survey regarding continuation of summer commencement. 31 surveyed favored cancellation and 14 favored continuing the practice. – [Also noted the OTA programs will no longer finish in August. \(17 students\) Asked Vice Presidents to check with the Deans and Student Services Division and discuss on 8/29.](#)

VPSS

CIO

CIEAO

**II. Discussion**

President

1. Grant reports:

- DOL/Apprenticeship **AAIP** (**Arkansas American Apprenticeship Initiative (AAPI) (Welding)**)
  - 1. The search continues for a part-time AAPI program manager and Dean Winiecki is editing the ad and we will repost this week.
- DOL/ASP/NEG
  - 1. [Had table at New Student Orientation](#)
  - 2. [Recruiting presentations to formerly incarcerated](#)
  - 3. [MSCC class has 12 with one meeting NEG requirements](#)
- DOL/TAACCCT
  - 1. Exit interviews took place with DOL representatives following their week-long audit (August 8-12) with formal report to follow.
- ADHE **FIT (Futures in Information Technology)**
  - 1. Three formal interviews took place on Friday, August 15 for Grant Manager/Career Coach; Cathy Harrell was offered and has accepted the position and will start on September 6, 2016.
  - 2. Enrollments: Parkers Chapel (4) and Junction City (1) enrolled. EHS will be here today. Strong and Smackover – no students
- ADHE **RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline)**

- ADHE – College and Career Readiness – 1<sup>st</sup> week of high school last week. Coaches participated in convocation sessions and new employee orientation.
  - Others
2. HLC Project
    - Assurance Argument – Dr. Bullock – Final review this week.
    - Federal Compliance – Carey Tucker – Final review this week.
    - Faculty roster report – Dr. Best – Working on this week.
    - Assessment Manual – Dr. Best and Dr. Tully-Dartez – Sending out 8/22 – comments by 8/24 @ 4 pm.
    - QI Report – Dr. Tully-Dartez – Sent out to QI Committee to review – feedback by noon 8/23.
    - Master Syllabi – Dr. Tully-Dartez and Dr. Mickey Best
    - Timeline for August – November (attached)
    - Introduction, URLs
    - Chair of Site Visit Committee resigned from participating.
  3. Website review – Move up to September.
  4. ADCE meeting update – Discrepancies on how Secondary Career Centers charge for programs.

#### VPFA

- PAFs – Need turned in early to pay.
- EJ's Cleaning – Make a note on anywhere not cleaned.
- Fall tuition/fees analysis – at about 94% at this point.
- HR update

#### VPL

- Process for maintaining changes/edits to the posted, annual catalogue and communication and implementation of said changes
- Program Review Policy and Procedures from 2006 - Dr. Best to check on it.
- Recommendation for inactive status for CNA, MLT, and Phlebotomy programs from Dean. – Cabinet approved under the circumstance

#### VPSS

- Student complaint concerning recent incident in HNS Building – Academic Appeal to Dr. Best and formal complaint to Dr. Best
- Visit to meeting of Union County school boards to discuss CCRP
- IDs for WAGE class on West Campus – Make a different color ID for WAGE Students – Stephanie to check into and come back with a recommendation.
- Netbooks for Orientation Give-Away and Career Coaches – purchased by CCRP Grant with purpose of give-away.

#### CIO

#### CIEAO

### **III. Announcements**

#### President

- Great Lakes/Chemtura corporate HR officers visit – 8/24
- Great Lakes/Chemtura CAP presentation – 8/30

#### VPFA

#### VPL

- SKYPE interviews are being set up this week (with close at hand live interviews) for Director of Distance Education
- HLC from VPL office: All Criterion sections are posted in the HLC portal. Identification of hyperlinks (correcting dead links and providing final versions of documents that will be linked) continues.

#### VPSS

#### CIO

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