

Cabinet Meeting – Monday, August 30, 2016
Administration Building Board Room – 2:00 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 22, 2016 – [approved](#)

President

VPFA

1. APM
 - a. 3.09 Library Fines – [delete](#) – replace with [new](#) Library Policies and Procedures Manual (link) ([APM 3.16](#))

VPL

1. Determination of acceptance of Mr. Lloyd Hammonds as replacement HLC site-visit team Chair.
[No conflicts, so will contact HLC.](#)
Considerations:
 - With the addition of Mr. Hammonds, there would be two members from AZ.
 - Mr. Hammonds is a district governing board member. Dr. Corr is a sitting President for Arizona Western College.
2. [Summer Commencement update – both deans and SS recommend no summer commencement at this time.](#)
[Continue to monitor the number of summer completers.](#)

VPSS

CIO

CIEAO

II. Discussion

President

1. SouthArk Lead – application deadline is September 2 – [deans/directors training – invite to attend appropriate SouthArk Lead sessions](#)
2. Dr. Maria Markham, ADHE Director on campus – August 31, 2016 – 1-3 p.m.
3. Grant Reports
 - DOL/Apprenticeship **AAPI (Arkansas American Apprenticeship Initiative (Welding))** – Dr. Best
 - Dean Winiecki has re-written the announcement for the PT Coordinator for Apprenticeships. In the absence of a Coordinator, Dean Winiecki is working on the projected placement of three apprentices in January 2017 and another five in Summer 2017
 - DOL/ASP/NEG – Dr. Bullock – [recruiting in WAGE program; preparing for job fair. Brook Harper secured for speaker. Two NEG/ASP participants in MSSC-CPT program.](#)
 - DOL/TAACCCT – Dr. Best

- The third-party evaluator for the grant – New Growth – has tentatively indicated they will do a site visit on Thursday September 29. L. Lephew indicates that they will request specific documentation/information and will send an agenda for the day. Potentially, they will ask for a focus activity with a group of students.
 - [Conference on September 28 at UACC-Hope](#)
 - **ADHE FIT (Futures in Information Technology)** – Dr. Best
 - Cathy Harrell, newly hired Grant Manager/Career Coach will begin September 6, 2016.
 - No additional enrollments for the current semester. [Four from PCHS; one from JCHS.](#)
 - Division Chair Roomsburg is preparing information for a press release to provide to Heath Waldrop. Related is a request for requesting pics (specific to concurrent students with signed releases for their images to be used) to include with the release.
 - Updated advisory committee is in place.
 - **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline)** – Dr. Best
 - Monthly “reimbursements” from [UA-Cossatot](#) for Faculty Salary (Industrial Technology: Mechatronics) after SACC has compensated Ms. Elliot has been suggested from Tara Smith (ADHE)
 - Dean Winiecki is preparing information for a press release to provide to Heath Waldrop. Related is a request for requesting pics to include with the release
 - **ADHE – CCRP (College and Career Readiness Program)** – Dr. Bullock – [Coaches targeting 8th grade class introductory presentations – 17 contacts; 150 in groups.](#)
 - Others – [AARP grant submitted – request for \\$16,000.](#)
4. HLC Projects
- Assurance Argument – Dr. Bullock – [reviewed 1, 2, 5, and 3A & B for links.](#)
 - Federal Compliance – Carey Tucker – [site size of file discussed.](#)
 - Faculty roster report – Dr. Best – [developed work list for deans for FT faculty credential needs. Adjuncts next.](#)
 - Assessment [Manual](#) – Dr. Best and Dr. Tully-Dartez – [on agenda for Assessment Committee and Academic Affairs council meeting on Friday.](#)
 - QI Report – Dr. Tully-Dartez – [completed and submitted to HLC.](#)
 - Master Syllabi – Dr. Tully-Dartez and Dr. Mickey Best – [50% of Master Syllabi will be done and posted by Thursday. Bryce Faulkner has been working on this project.](#)

VPFA

1. Human Resources update
2. Fall Budget update
3. Corporate Education Form

VPL

1. Faculty survey regarding continuation of summer commencement. 31 surveyed favored cancellation and 14 favored continuing the practice. Asked Vice Presidents to check with the Deans and Student Services Division and discuss on 8/29.
2. [Questions from deans about securing access to student demographics, class schedules, transcripts, etc.](#)
 - [Dr. Kirk to investigate.](#)

VPSS

1. HLC Update
2. Enrollment Update – 1610 + 24 Pafford students still pending. 14,414 SSCH
3. [School Board meetings – PCHS on 9/12; JCHS on 9/13; SHHS 9/26; EHS and Smackover to be scheduled.](#)
4. [CCRP – press release submitted but never ran. Dr. Tully-Dartez to check in it.](#)

CIO

1. [State Reports being “worked”](#)

CIEAO

1. IDs for WAGE class on West Campus update [Adult Ed. Wants IDs.](#)

III. Announcements

President

1. Great Lakes/Chemtura CAP presentation – 8/30
2. Board Meeting is September 20th – board reports/agenda items due to Susan Friday, September 9th (see email sent on August 25th)

VPFA

VPL

1. WEAVE (Faculty Credentials). Identified gaps for aligning “hard copy” files for Faculty in HR with verification procedures in WEAVE continues with a target for completion of close of business on Thursday September 1, 2016.
2. Distance Education Policy and Procedure Manual is slated for final consideration by the DE standing committee on Friday September 2 followed by Cabinet consideration week of September 5 – 9 (Labor Day occurs on Monday Sept. 5). Main considerations: beginning certification for faculty who have never taught online, intermediate training/re-training for identified areas of deficiencies, and advanced training/re-training for faculty who wish to introduce new elements or improve existing elements for a course.

VPSS

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