

Cabinet Meeting – Monday, October 17, 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 – October 3, 2016 – [approved with minor edits](#)

President

VPFA

VPL

1. The final version of the site visit schedule was emailed to the HLC site visit chair after final edits were completed on Friday October 14. If he has no further requests for changes, we need to disseminate to the campus community (public posting as well?) What approach(es) should we take?
2. HLC “accompany the team member” assignments for Cabinet members and others.

VPSS

CIO

CIEAO

## II. Discussion

President

1. Employee Holiday Potluck in the Gym **or** Reception in ECC – Wed., December 14, 2016 – [Potluck, Gym, 11A-1P – invite contract employees](#)
2. SouthArk Lead – [Dr. Bullock, Dr. Tully-Dartez, and Dr. Jones to cover Dr. Best’s section](#)
3. Lt. Gov. Tim Griffin, SouthArk Tour, October 21, 8 a.m. – [Health Science Center hands-on](#)
4. Grant Updates/Progress Reports
  - DOL/Apprenticeship **AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Best –
    - R. Winiecki noted a mistake in the ad for the PT Apprenticeship Coordinator. B. Fowler has corrected and posted.
    - R. Winiecki meeting with A. Southall – CNC Plasma Cutter and Metal Shear. K. Waters phone conference call with R. Winiecki to review expenditure ceiling for 1<sup>st</sup> -2<sup>nd</sup> years (October 17-21, 2016)
  - DOL/**NEG/ASP** – Dr. Bullock
    - (Grace Palculict)

- Hosted/facilitated the Job Readiness Workshop, where we assisted 32 individuals (14 college students, 11 employed individuals, & 7 unemployed) with interview tips (12), resume assistance only (6), resume & interview tips (1), and 12 individuals with interview tips, resume assistance, and mock interview. We had 9 SouthArk volunteers and 3 from the community.
- Personally handed out fliers (about 75) for the Workshop and the Job Fair on campus
- Continued to make calls to add more business participation in the Job Fair. Currently we have 18 businesses that have completed the registration process.
- Met with Donald Lee to discuss a proposal to train individuals with felony convictions about probation/parole.
- **DOL/TAACCCT – Dr. Best**
  - A. Lopez and L. Lephiew met to discuss specifics for recent site review (i.e., “findings”) and L. Lephiew has requested her response on why 8 of 9 goals were not met. R. Winiecki and S. Howard are compiling the data to submit to me and L. Lephiew this week.
- **ADHE FIT (Futures in Information Technology) – Dr. Best**  
The Curriculum Committee is presently considering the proposals as follows:
  - CP in CIT Computer Support Specialist
  - CSCI 1323 Introduction to Networking change to CSCI Networking Fundamentals
- **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Best –**
  - T. Cobb has requested that all partner sites conduct follow-up “committee” work sessions at home sites: Curriculum, Professional Development, Equipment (inventory), and Recruitment. Report progress to RAMP Coordinator.
- **ADHE – CCRP (College and Career Readiness Program) – Dr. Bullock**
  - (Tim Johnson)
  - El Dorado coaches attended their school board meeting with VPSS and UCCC 10/10/16
  - Strong-Huttig coach held mock ACT exam on Sat. 10/15/16
  - Smackover Financial Aid Night (2 coaches, UCCC, and FA director) 10/11/16
  - Coaches who were selected into CDF training participated in 1<sup>st</sup> face-to-face class 10/13/16 and 10/14/16
  - 412 total contacts: 16 individual contacts and 396 group contacts
- **EDA/AMTC – Dr. Jones – conference call to be scheduled with EDA; plans and bid documents being completed**

## 5. HLC Projects

- Assurance Argument feedback – Dr. Bullock – [final reviews of links](#)
- Faculty roster report – Dr. Best and Dr. Tully-Dartez – [confirming information listed and securing final official documents needed](#)
- Master Syllabi – Dr. Mickey Best – [3% outstanding](#)
- Logistics – Dr. Best
- Buildings/grounds preparation – Carey Tucker – [to meet](#)
- Faculty Handbook – Dr. Best – [first draft for review and editing by M.B.](#)

## 6. ACC Conference review – [concurrent enrollment, ARNEC, presentations](#)

### VPFA

#### 1. HR update

### VPL

#### 1. December 2016 Commencement Speaker?

#### VPSS

1. HLC Updates
2. Guided Pathways Opportunity – [plan to take a team to training in January](#)
3. Personnel: Resignation

#### CIO

#### CIEAO

1. Million Women Mentor [event – October 21, 2016](#)
2. IPEDS – [3 reports](#)
3. Posters – [college wide Student Outcomes](#)
4. Step it Up America – [Surgeon General – walking goals; walking friendly areas](#)

### **III. Announcements**

#### President

#### VPFA

#### VPL

1. The final version of the site visit schedule was emailed to the chair of the HLC visiting team after final edits were completed Friday October 14. If there are no further changes, schedule can be distributed..
2. Planning Council will hear the proposal for establishing the “Nominations Committee” on Friday October 28. Cabinet will see the proposal for action on Monday October 31. Pending no changes, the VPL will call the first meeting of the committee by no later than Wednesday November 9.

#### VPSS

1. Event Updates
  - [Student Forum](#)
  - [SGA, Ambassadors](#)
  - [Senior Day – 35 attendees](#)
2. College and Community Job Fair, October 18, 10 a.m.-3 p.m. – [Brooks Harper – 12:15P – ECC](#)
3. Union County College Night, October 18, 5-9 p.m.
4. Leigh Ann Tuohy, Live Internet Broadcast, NSLS, October 18, 6-9 p.m., Library Auditorium

#### CIO

#### CIEAO