

Cabinet Meeting – Monday, October 24, 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 17, 2016 – [approved](#)

President

VPFA

1. APM change proposals
 - a. 2.02c – Selection Process - Non-Classified Personnel Other than Faculty or Vice Presidents
 - b. 2.02d – Selection Process – Classified Personnel
 - c. 2.02e – Selection Process – Extra Help Employees
 - d. 2.06 – Health and Safety
 - e. 2.25 – Tuition Waiver
- [2.02c, 2.02d, 2.02e, 2.06 and 2.25 – all referred to Administrative Affairs Council](#)

VPL

1. APM placeholder for Faculty Handbook – [approved](#) – [3.19 Faculty Handbook – approval will go through Shared Governance approval structure](#)
2. Master Key approval for Administrative Assistant – East Campus – [approved](#)

VPSS

CIO

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II. Discussion

President

1. Grant Updates/Progress Reports
 - DOL/Apprenticeship **AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Best – No updates
 - DOL/**NEG/ASP** – Dr. Bullock
 - Communicated with Bronx Community College about teaching program used with probation/parole population
 - Met with D. Lee, Mike Leach, other 2-yr colleges, K. Waters... regarding proposal to train the previously incarcerated (call conference)
 - Hosted/facilitated the Job Fair w/ Soft Skills expert (27 booths, 22 businesses, 192 participants, 41 noted they had been laid-off) – [79 SouthArk Students](#)
 - Spoke w/ local Workforce Development Board's P. Carter about monthly reports

- Communicating with professionals from Washburn University in KS regarding soft skills and the previously incarcerated population
- Sent new MSSC training proposal to K. Waters and M. McManus; it was well received; requested more information
- **DOL/TAACCCT – Dr. Best**
 - Request for additional funds for supplies via a transfer in budget
 - Angela Lopez working on corrective action plan for measures not met.
- **ADHE FIT (Futures in Information Technology) – Dr. Best**
 - CPs and Course Change continue through Curriculum Committee process.
- **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Best –**
 - M. Best and R. Winiecki to finalize proposed schedule for “committee” meetings for local K-12 and industry partners (Curriculum, Equipment (Inventory), Professional Development)
 - Meeting to be held locally
- **ADHE – CCRP (College and Career Readiness Program) – Dr. Bullock**
 - Career Coaches continue to work on Grade Specific Learning Opportunities
 - Career Coaches participated in Union County College Night 10/18/16
 - Career Coach Team meeting #4 was held 10/21/16
 - 714 total contacts: 37 individual contacts and 677 group contacts
- **EDA/AMTC – Dr. Jones**
- 2. **HLC Projects – Dr. Jones**
 - Faculty roster report – Dr. Best and Dr. Tully-Dartez – reformatting – missing a few credentials, license documents. They have been requested. Once completed, ready to submit Assurance Agreement.
 - Faculty Handbook – to go to Faculty Affairs in next few days
 - Logistics – Agenda sent out to SACC-all
 - Building and Grounds – Justin, Ricky
 - Campus Conversations – requested topics from Cabinet
- 3. Barb’s Wire – “articles” – due November 4th
- 4. Veterans Day Activities – November 10th – Carey and Sterling

VPFA

1. New Overtime rules – meet with Cabinet next week – October 31st at 9:00 a.m.
2. HR review
3. Classified salary changes
4. Salary review

VPL

1. APM placeholder for Faculty Handbook
2. SouthArk Events Task Force – suggest they report through the Library Standing Committee

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III. Announcements

President

1. Rotary presentation – October 24, 2016 – SouthArk Updates on: Workforce, CCRP, AMTC, HLC, College Affordability
2. Budget hearings – November 1, 2016
3. Governor's Announcement on New Productivity/Funding Model – October 31, 2016

VPFA

VPL

1. Retirement announcement: Marguerite Rodgers, Administrative Assistant to VPL
2. Nominating Committee proposal was approved by Administrative Council on Friday October 21, 2016. Planning Council will review the proposal on Friday October 28, 2016.

VPSS

1. Present CCRP at Rotary, noon, October 24
2. Present CCRP at Smackover/Huttig School Board Meeting, 5:30 p.m., October 24

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