

Cabinet Meeting – Monday, November 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 – October 31, 2016 – [approved](#)

President

VPFA

1. APM:
 - 1.01 – Equity/Equal Opportunity – [approved](#) – [refers to 6.01](#)
 - 6.01 – Equity/Equal Opportunity – [approved](#) – [changed to match language in catalog related to federally protected classes](#)
 - 1.10 – Shared Governance Structure – [approved](#) – [addition of Nominating Committee, Human Resources Committee, and committee membership terms](#)

VPL

1. Cabinet request for items to include on Spring 2017 Convocation. Email sent last week. Specify if the topic is general or for both Faculty and Staff (for the first morning of Convocation) or if it needs to be a single breakout or multiple breakout sessions
[Budget process, FMLA, Title IX \(all & separate for faculty\), ADA accommodations, FERPA, Emergency Preparedness, Listen Sessions/Environmental Scans for new Strategic Plan preparation](#)

VPSS

CIO

CIEAO

II. Discussion

President

1. HLC
 - a. Faculty Credentials – [roster complete](#)
 - b. Faculty Handbook – [faculty review in progress](#)
 - c. Logistics – [Susan handling food & baskets; no technology needed](#)
 - d. Building and Grounds [Justin Small sent out email. Cars cleaned week before visit.](#)
 - e. Campus Conversations topics from Cabinet – [send to Dr. Jones](#)
 - f. Staff Credentials – [check with Bill Fowler](#)
 - g. Review of final HLC on-site schedule
 - h. Review of Cabinet member assignments for accompanying HLC team members to and from locations
2. Faculty Affairs topics:

- a. PAF procedure – new process being developed by Dr. Kirk/Chris Sullivant. In the interim, deans are asked to prepare a list of all adjunct & overloads for VPL, VPFA, HR, and President.
 - b. Faculty Leave procedure related to amount of time to take off for sick leave per day – VPFA to investigate
 - c. Workload/office hours related to faculty teaching online – APM faculty workload procedure lists the required number of on-campus hours for division faculty.
 - d. FMLA training – HR preparing one for supervisors and another one different session for all employees
 - e. Nominations Committee for standing committee recommendations – VPs to make recommendations to Dr. Best
 - f. Faculty Handbook review – in process by Faculty Affairs Committee
3. Christmas Decorations – up before Thanksgiving break
 4. SouthArk Lead Class II – Wednesday, November 16th – ADM Board Room – SouthArk Finance, Fund Raising, SouthArk Foundation (Dr. Jones, Mr. Tucker, Mr. Henry, Ms. Reyna) Ann Southall – procurement; Justin Small – facilities; Mark O’Neal – safety; Cynthia Reyna, Dr. Mickey Best 2 hours project and review of Chapter 4, 5, & 6 in leadership book
 5. Grant Updates/Progress Reports
 - DOL/Apprenticeship **AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Best – No updates from last week
 - DOL/NEG/ASP – Dr. Bullock
 - Spoke with three current NEG students (update).
 - E-mailed two more letters of support for the CPT/MSSC Program/Certification to Ms. Waters and Mr. McManus.
 - Called and spoke with 6 more individuals who noted being laid-off (Job Fair), but no appt. resulted at present.
 - Met with Dean Hammond regarding the next Job Fair (April/May) and the desire to coordinate with the Allied Health programs to ensure more AH students could attend.
 - Continue to contact individuals to recruit to the next CPT program, to start in two weeks.
 - Researched I-BEST and participated in the meeting to discuss Accelerated Opportunity Grant.
 - DOL/TAACCCT – Dr. Best
 - Corrective plan of action submitted 10/26. Able to recruit new participants through spring registration.
 - ADHE **FIT (Futures in Information Technology)** – Dr. Best
 - 5th – 12th graders in Union County offered FREE Computer Programming.
 - Beginning November 14 – December 15, two computer programming labs will be staffed “after school” in TEC 140. Flyers, registration forms, and information sheets have been prepared.
 - ADHE **RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline)** – Dr. Best – No updates from last week
 - ADHE – **CCRP (College and Career Readiness Program)** – Dr. Bullock
 - Presentation at Barton to 8th grade on 11/1/16, along with SouthArk recruiter, SAU recruiter, and El Dorado Promise director, EHS coaches
 - Financial Aid Night and Parent Teacher Conference at Strong on 11/3/16
 - PC Coach attended SAU preview day with students on 11/2/16
 - 703 Total face to face contacts: 663 Group contacts and 40 Individual contacts
 - **EDA/AMTC** – Dr. Jones – conference call on Tuesday

6. Facility Door locking at night – 6PM

VPFA

1. HR status
2. Leadership Academy conflict (addressed above)
3. Leave Requests prior to HLC – left to decision of Cabinet members

VPL

VPSS

1. Consumer Information Page – in place – also need new logo for open checkbook page
2. Concurrent Enrollment/Certificate of General Studies at Smackover/Norphlet – sophomore class to start as cohort in Spring '17
3. Perkins Data Workshop
4. Computer Skills Placement test fees – same as other credit by exam credit

CIO

CIEAO

III. Announcements

President

1. Innovation Hub visit

VPFA

1. Wednesday 9:00 AM Meeting with P-Plant, Master Gardeners and Mr. Howard about Heritage Plaza
2. Wednesday 12:30-1:00 PM Veterans Recognition Program Library Flagpole – Robert Rupp speaker
3. Wednesday 1:00 -1:30 PM Veterans program reception, Library Atrium

VPL

1. Fall 2016 Commencement stats (HANDOUT) – 64 degrees; 142 certificates = 206; 166 walking
2. Nominations Committee – approved
3. J. Roomsburg is the new Chair of the Distance Education Committee
4. We are waiting to hear if Sen. Joyce Elliot can serve as Speaker for Fall 2016 Commencement
5. Upcoming RAMP Steering Committee meetings: December 13, 2016 and March, 2017 (date TBA)
6. Curriculum Committee items for Planning Council:
 - o CP – CIT Computer Support Specialist
 - o Modification, Intro. to Networking to Networking Fundamentals
 - o Delete CSCI 1112 IT Essentials I and Rename CSCI 1114 IT Essentials II to IT Essentials
 - o OTA Changes in course descriptions
 - o Accuplacer Cut Scores
 - o Honor Roll (6 to 11 hours)

VPSS

1. 3rd Annual ACC Student Leadership Academy – in NLR last week – 9 SGA members attended
2. Voter Registration – 4 signed up
3. Title IX Investigation Results
4. Upward Bound Grant Proposal Process

CIO

CIEA

1. HLC Federal Compliance document and addendum
2. Title III Waiver