

Cabinet Meeting – Monday, November 21, 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 – November 7, 2016 – [approved](#)

President

VPFA

VPL

1. Convocation **DRAFT** Spring 2017 (draft emailed to Cabinet) – [suggestions provided](#)
 2. Curriculum and related changes approved in Academic Affairs Council
 - o Accuplacer Cut Off scores
 - o Honor Roll (6 – 11 hours completed)
 - o CP - CIT – Computer Support Specialist
 - o TC - CIT – Computer Support Specialist
 - o AAS - CIT – Computer Support Specialist
 - o Course deletion – CSCI 1112 (IT Essentials I)
 - o Course rename – CSCI 1114 (IT Essentials II) to IT Essentials
 - o OTA Course Description Changes
- [No additional costs associated with recommended changes – Cabinet approved.](#)

VPSS

CIO

CIEAO

II. Discussion

President

1. HLC
 - a. Faculty Handbook – [rough draft received from Faculty Affairs](#)
 - b. Logistics – [Susan taking care of Administration Building Board Room, drinks/snacks and goodie/welcome baskets – sign-in sheets assigned to individuals to put out and pick up for each meeting – Caravan and Dr. Jones' Traverse to be used](#)
 - c. Building and Grounds
 - d. Staff Credentials – [Bill put in transcripts and resume](#)
 - e. Review of final HLC on-site schedule and assignments – [sent out on Friday](#)
 - f. Review of Cabinet member assignments for accompanying HLC team members to and from locations
 - g. Post-visit? – [Tuesday, November 29th – snacks & hot chocolate, cookies, ice cream](#)
[West Camps: 1:30-2:30PM, Gym and East Campus 3:00-4:00PM, Workforce Building](#)

VPFA

1. Security issues – Bill asked employees to secure college picture IDs
2. HR report

VPL

1. Open registration for HLC Annual Meeting 2017 – Dr. Mickey Best, Dr. Stephanie Tully-Dartez, Carey Tucker, Dr. Barbara Jones (?)

VPSS

1. Guided Pathways – need team for training session. Will make a decision on whether to participate after this training
2. Jenzabar/Blackboard issues – transfer of information from Jenzabar to Bb – student dropped but still showing up in Bb. Dr. Kirk to investigate.

CIO – State reporting – identified some practices that need to be completed by Admissions. – Transfer issues; first time entering – Dr. Kirk to visit with Student Services staff.

CIEAO

Accelerating Opportunity – Adult Education grant – Student in upper level GED program being able to enroll in credit programs – CIT, Office Occupations, and EPT training – Approved; just need to check dates.

III. Grant Updates/Progress Reports

- DOL/Apprenticeship **AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Best
 - Apprenticeship Grant Coordinator (PT position) remains advertised on SouthArk's website. As of yet, no one has applied.
 - Bids are underway for CNC Plasma Cutter and Metal Shear
 - Dean Winiecki has been in contact with Karen Breashears requesting her input on “next steps” for acquiring DOL approval
 - Dean Winiecki has solicited existing industry partner's assistance in identifying “new”/potential partners. Deans Howard and Winiecki are also sharing information.
- DOL/NEG/ASP – Dr. Bullock
 - NEG activities for the week of Nov. 14-18
 - Met with Ms. L. Ragan (Chemtura HR/Training Dept.) to discuss their internship needs. Amy Hix and Nickie Wright were also in the meeting.
 - Collaborated/communicated with W. Rankin (Resource officer working with Probation/Parole), the SouthArk Foundation, and AR Rehab regarding financial assistance for a felon looking for training.
 - Spoke with CCN rep. regarding the software and its capacity to meet SouthArk needs.
 - Recruited in WAGE classroom of 11; one met with counselor individually.
 - Recruited/provided information to four at the Registration/Information Day on E. Campus (none were dislocated).
 - Collaborated with V. Morgan regarding developing an Employer Satisfaction Survey.
 - Collaborated with WIOA in Camden and Magnolia and SouthArk business office to facilitate CPT payments for two students.
 - Collaborated with IT's W. Beck about ‘Adobe Acrobat Pro 11’ and its advantages for NEG operation.
 - Spoke with six individuals or participants for updates and attempted contact of three more.
 - Developing an ‘Exit-Ready Review Form.’
- DOL/TAACCCT – Dr. Best
 - Open recruiting event on November 16th. McGhee Building “open house.” Overview was provided on SouthArk programs emphasizing advanced manufacturing and MSSC. Advertisements for the events were

provided to the Employment Office, DHS, and staffing agencies around El Dorado. WAGE and GED classes were invited to attend as well.

- **ADHE FIT (Futures in Information Technology) – Dr. Best**
 - An afterschool program was started on November 14th. There are 10 registered Middle School students, 2 Junior High School students and 6 High School students. School districts represented are El Dorado, Junction City, Parkers Chapel and Smackover.
 - According to the high school counselors at all schools, it is unlikely that more students will be added to the Spring Schedule. However, Ms. Harrell will continue to offer the after school program as a recruiting tool for next Fall and college will offer a summer camp program.
 - FIT was represented at a STEM night event at Norphlet/Smackover Middle School.
 - FIT Coordinator will be speaking with the AP Computer Science class at Smackover/Norphlet High School on November 29th.
 - Skype interviews for the IT instructor position for December 2nd and live interviews for the following week.
- **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Best –**
 - Position request and job posting provided to HR for RAMP Grant Administrator
 - Plans continue toward implementation of next Young Manufacturer's Institute. Next Planning meeting – December 1, 2016
- **ADHE – CCRP (College and Career Readiness Program) – Dr. Bullock**
Weekly Update 11/14/16 - 11/18/16
 - All coaches participated (along with SouthArk's financial aid office) in financial aid workshop at EHS 11/14/16
 - EHS Coaches spoke to Retta Brown Elementary during American Education Week
 - 21 Individuals contacts
 - 145 Group contacts
 - 166 total face to face contacts
- **EDA/AMTC – Dr. Jones**

IV. Announcements

President

1. Employee Holiday Potluck – December 14th in the Gym – 11:00 a.m. – 1:00 p.m.

VPFA

VPL

1. Upcoming RAMP Steering Committee meetings: December 13, 2016 and March, 2017 (date TBA)

VPSS

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