

Cabinet Meeting – Wednesday, December 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 – November 21, 2016 – [approved](#)

### President

1. SGA request for printer in Whitfield Study area – need data line

### VPFA

1. TV in Bistro – [ok, but Dr. Kirk to make sure cable access is available.](#)
2. Bistro hours over the holiday – [Ok. Closed December 19, 2016 - January 2, 2017](#)

### VPL

1. Consideration of Spring 2017 Convocation schedule (*2<sup>nd</sup> Draft*) (emailed to Cabinet members) – [review and suggestions](#)

### VPSS

### CIO

### CIEAO

## II. Discussion

### President

1. Cabinet Leave Schedule
2. Innovation Mini Grant – [approved pending investigation of PMA equipment](#)
3. Employee Holiday Potluck – December 14<sup>th</sup> – Valley is preparing meat.

### VPFA

1. Drop/Add Fees – [to be further investigated](#)
2. Performance Contract Start – [exterior lights being installed](#)
3. EJ's Cleaning Service – [monitoring vendor](#)

### VPL

1. Faculty Handbook. Should we consider approval pending a hearing and acceptance of Planning Council on December 16? – [Edits needed. Dr. Best to edit, take to Planning Council, then Cabinet.](#)
2. Timeline for Catalog review 2017 – 2018

3. Nominating Committee **Initial meeting issues with conflicts in the schedule** for week of Dec. 12 – 16. Initial and Intermediate actions to take:
- First, elect Chair, Vice-Chair, and Secretary
  - Second, fill open positions existing on any institutional standing committees
  - Third, (**Spring 2017?**) consider review of all standing committee membership structures, term limits for all members and “rotation schedule” for all members to ensure “shared governance” for implementation in Fall 2017
  - [December 19<sup>th</sup> tentative meeting date](#)

#### VPSS

#### CIO

1. [Jenzabar – recruiting letters – Dr. Kirk to assist SS](#)

#### CIEAO

1. HLC Conference Travel Submission – [VPL, CIEAO, CFO \(BJ?\)](#)
2. Potential Industrial Trainer Position
3. Adult Ed RFP
4. Student Housing Resources – [link to GoElDorado.com](#) – ok

### **III. Grant Updates/Progress Reports**

- DOL/Apprenticeship **AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding))** – Dr. Best
  - No applications have been received for the Apprenticeship Grant Coordinator advertised on SouthArk’s website
  - Bids (Plasma Cutter and Metal Shear) are still in process
  - We have requested additional information from Kyla Waters regarding the process and requirements for SouthArk to become a DOL registered apprenticeship site (after unsuccessfully receiving contact from Karen Brashears – Chair, Apprenticeship Steering Committee from industry)
  - Welding Advisory Committee meets December 7
- DOL/NEG/ASP – Dr. Bullock
- DOL/TAACCCT – Dr. Best
  - Quotes for equipment purchases are being compiled (PTEC and IDEQ)
- ADHE FIT (**Futures in Information Technology**) – Dr. Best
  - Newly edited mandated report is being submitted on December 15.
- ADHE **RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline)** – Dr. Best –
  - Working to get the job posting up for RAMP Grant Administrator.
  - Plans underway for Young Manufacturer’s Academy (YMI). January 2017 start-up. Dean Winiecki is meeting with HS principals the week of Dec. 5 – 9 to discuss specific plans for their respective students
- ADHE – **CCRP (College and Career Readiness Program)** – Dr. Bullock  
[Tim Johnson and Gregory Crew presenting with Bonnie Haynie and Sylvia Thompson on CCRP at DOE conference](#)
- [DRA/EDA/AMTC](#) – Dr. Jones

### **IV. Announcements**

#### President

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

#### VPFA

#### VPL

1. Faculty Handbook has been approved by the Faculty Affairs Committee, Academic Affairs Council, and will be sent forward to the Planning Council on Friday December 16.
2. SouthArk's own Lori Dodson *was one of 17 national recipients* of the Lambda Nu (Rad Tech honor society) Student Scholarship. *She is the ONLY STUDENT IN ARKANSAS to receive the award!*

#### VPSS

#### CIO

1. Discrepancy between Bb and Jenzabar – if withdraw will be discontinued in Bb
2. Checking into boring to Callahan/McWilliams house
3. Requested rural telemedicine partial reimbursement for Warren and East Campus circuits since health science course taught on those campuses

#### CIEA