Cabinet Meeting – Wednesday, December 14, 2016
Administration Building Board Room – 3:30 P.M.
Minutes

Present    Absent
__X__ _____ President, Dr. Barbara Jones
__X__ _____ Vice President for Finance and Administration, Mr. Carey Tucker
__X__ _____ Vice President for Learning, Dr. Mickey Best
__X__ _____ Vice President for Student Services, Dr. Jim Bullock
__X__ _____ Chief Information Officer, Dr. Tim Kirk
__X__ _____ Chief Institutional Effectiveness & Advancement Officer, Dr. Stephanie Tully-Dartez

I. Action

Approval of Minutes – December 7, 2016 – approved with minor edits

President
1. Innovation Mini Grant Applications
   • Vernita Morgan – Math class – approved pending determination if fewer headphones could be ordered.
   • John Spencer – Music program – approved pending investigation of PMA equipment
   • Grace Depper – Organic Garden – approved pending determination of ability to use Independent Living Lab raised gardens

VPFA

VPL
1. APM 3.09 Library Fines request for deletion – approved
2. APM request for placeholder for Library Policies and Procedures Manual (3.09 or 3.19 3.20) – approved
3. EDIE’s Village use – Dr. Best to bring a more detailed proposal

VPSS
I. Prospective Grants and Programs
   a. Title III – not going to apply this time; waiver being investigated
   b. Gear Up – Partnership grant – K-12, college, business, state agency – Ramona Munsell to send us information
   c. ArFuture – handout – bill to go to legislature for consideration in spring
   d. Guided Pathways – CAO and deans to attend next meeting on February 17 in Little Rock

CIO

CIEAO

II. Discussion

President
1. Strategic plan – facilitator; date – February 23 PM -24 AM; community environmental scan
2. Faculty salary scale – CUPA, ADHE
3. Jenzabar training needs – info maker training, Enrollment Services, Business Office
4. APM Review schedule – Carey Tucker to establish annual APM review schedule for January
5. Legislative issues
6. ACC Governmental legislative training – January 17
7. Post HLC actions
8. January 2, 2017 Holiday gathering – 5:30 p.m.

VPFA
1. Classroom paint
2. Planning Council

VPL
1. Nominating Committee
   • Dec. 19 organizational meeting: Elect Chair, Vice-Chair, and Secretary and fill standing committee vacancies. Other topics/areas of concern that must be addressed are:
     ▪ “Imbalance” of committee service in determining what Faculty, Classified, and Professional Staff required assignments have been made versus volunteerism (HANDOUTS)
     ▪ Formal directives in APM specifying protocols for required committee service – for FT Faculty, Classified, and Professional Staff is vague (APM 1.02, 1.03) while 1.10 provides some
     ▪ Establishing “staggered” service terms-of-service for standing committees to prevent loss of “institutional memory” by prohibiting mass exodus of members from one committee and the receipt of “too new” members on another committee.
     ▪ Lack of consistency in applying the duties/responsibilities for all standing committee officers (Chair, Vice-Chair, and Secretary)
     ▪ Establishing a “calendar” and set functions for the Nominating Committee (Suggested parameters thus far include – Annual review of “reports” from the three VPs of the current memberships of their standing committees to ensure all are fully staffed and/or to consider any needed changes in membership structure or functions? Annual review of standing committees effectiveness? Act on requests for filling positions? etc.)
     ▪ Nominations committee members – asked VPs to assure diversity of assignments

VPSS

CIO

CIEAO

III. Grant Updates/Progress Reports

• DOL/Apprenticeship AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding) – Dr. Best
  ▪ Equipment purchases are being processed
  ▪ R. Winiecki is investigating if salary funding can be increased for the PT Apprenticeship Coordinator position

• DOL/NEG/ASP – Dr. Bullock
  ▪ Weekly Update: 11/21-11/23
    • Participated in mock interviews for SAS class
    • Called every business who participated in the Job Fair for a last follow-up (21)
    • Called all Manufacturing Day participants that noted they had been laid off (4); one person made appt. to come in to talk
    • Spoke face to face with two NEG participants
    • Spoke with one individual about training options: gave him PLC application; he received assistance with resume at the Workshop; he attended the Manufacturing Day and Job Fair events.
  ▪ Weekly Update: 12/5-12/9
    • Emailed six NEG participants (those with e-mail address) the PP resource developed in collaboration with TAACCCT. This resource assists with a job search and interview prep.
    • Recruited in Magnolia to some of the Amfuel lay-offs in collaboration with Magnolia’s Adult Ed and the Governor’s Dislocated Worker Task Force (20).
• Met with Marketing Director to discuss advertising options/plans for the NEG activities and the life of the grant.
• Attended the PTEC internship interviews. Two NEG/ASP participants were being interviewed; one internship opportunity is for a Chemtura special project. Ms. Arnold (NEG participant) was hired for the special project.
• Met with one SouthArk student who might qualify for NEG.

• DOL/TAACCCT – Dr. Best
  ▪ Final paperwork submitted for completing purchases of equipment has been processed

• ADHE FIT (Futures in Information Technology) – Dr. Best
  ▪ With final approvals of curriculum changes, LONs have been submitted to ADHE
  ▪ Continuing recruitment in Union County service areas in an attempt to capitalize on mid-year student enrollment

• ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Best –
  ▪ R. Winiecki is investigating if salary funding can be increased for the PT RAMP Coordinator position

• ADHE – CCRP (College and Career Readiness Program) – Dr. Bullock
  ▪ Weekly Update 11/28/16 – 12/2/16
    • 16 individual contacts
    • 14 group contacts
    • 30 total contacts

  ▪ Weekly Update: 12/5/16 – 12/9/16
    • Financial Aid Night at Smackover 12/5/16
    • CDF Webinar 12/8/16
    • Gregory and I presented alongside Bonnie Haynie and Sylvia Thompson at the Arkansas School Board Association 12/8/16
    • 10 individual face to face contacts
    • 37 group face to face contacts
    • 47 total face to face contacts

• EDA/AMTC – Dr. Jones

IV. Announcements

President

VPFA

VPL

VPSS

• Guided Pathways, February 17 in Little Rock (session particularly for CAO, deans, and student services personnel)
• Commencement, Thursday, December 15, 7 p.m. in Murphy Hall
• Student Success Symposium: “Gear Up!”: March 13-14, 2017, UCA, Conway, AR

CIO

CIEA