

Cabinet Meeting – Wednesday, January 11, 2017
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 – January 5, 2017 – [approved with minor edits](#)

President

VPFA

1. Purchase chairs for Corporate Education Classroom from Plant Funds – [approved for one classroom \(25 chairs\)](#)

VPL

1. Course Fee cancellation request – MUSI 1301 Introduction to Piano – [asked Dr. Best to check into fee further.](#)
2. Consideration of library procedural statement (HANDOUTS) – [asked Dr. Best to meet with Library Director to discuss options and opportunities related academically – technology support by Library](#)

VPSS

CIO

CIEAO

II. Discussion

President

1. HLC Review – 4.B Assessment – [Dr. Stephanie Tully-Dartez will change assessment and WEAVE templates – Dr. Best will coordinate work session with coaches to address findings.](#)
2. SouthArk 25th Anniversary – [asked for two volunteers from major divisions](#)
3. AHECB meeting – January 27th – SAUM – Please let Susan know by tomorrow if you would like to attend. (attending: Dr. Jones, Dr. Tully-Dartez)
4. Jenzabar issues [meeting of all needed parties to identify an action plan for improvement](#)

VPFA

1. Work Study - [request to Veronda Tatum – job description, hours to be worked](#)
2. Construction Update
 - a. JCI – working on exterior lights and will start interior next week. HVAC controls will start in a week or two
 - b. McWilliams – our [Maintenance](#) is working on demolition and the contract start is tentatively set for Jan 23.
 - c. AMTC – Awaiting final paperwork to be signed
 - d. ECC – cooling tower be [repaired by the city](#)
 - e. HNS – working on quotes to repair the boiler
3. Human Resources Update
4. Spring Revenue Projection

VPL

1. Post-discussion of Spring 2017 convocation. What was effective and what should change?
2. Jenzabar inputting of course changes by Deans **after approval by VPL**
3. Faculty overload and adjunct teaching assignments – what authority does the VPL have to override for “exceptions” to current institutional policy for maximum allowable overloads and total allowable sections for faculty. – Adjuncts limited to 9 ch. FT two overloads. VPL has authority for FT to exceed when needed.
4. Foundation “mini-grants” clarification. Should we advise requestors to include detail about what/if any funding can be provided by their divisions/departments before submission – so Cabinet can see the total amount being requested? Related question – do we need to clarify that the mini-grant amount can potentially be awarded less what can be covered by the division/department?
5. What response should faculty put in WEAVE when it requests “budget for CLO/Course”? – Deans use for budget development.
6. On-going comments/discussions about “optimum” class size and pedagogy challenges.
7. **UPDATE AND DISCUSSION** – Beth Burns (?) is going to approach the SAAC Board to see if there is interest in EDIE’s Village as a rental space for the Center itself. There is no interest in “studio”.
8. 360 degree evaluation of Deans, Directors, VPs, and President. Faculty (in my Convocation session) have asked if this is something that can be implemented. Has it been in the past? Was it helpful? – Customer Service Survey of Admin offices

VPSS

1. Examination copies of textbooks for TLC
2. Securing deaf interpreter services for two SouthArk students
3. Enrollment Update

CIO

1. Outbound Email – impact of PHISHING attack / SPAM
We have had some issues with outbound email the last few days. I have reconfigured our email hosts to use new IP address. This should rectify any issues directly associated with the IP address. I have found no black listings for the southark.edu domain or our current IP addresses – let me know if you have specific sites for me to investigate. I will continue to monitor.
We had three employees reply to the PHISHING attack and one who permitted “Microsoft” to access their PC remotely.
2. Jenzabar process automation requests
OIT staff are receiving requests to automate Jenzabar processes; some requests include processes that had processing issues or will require updates every term.

CIEAO

1. New WFD Chairs – **approved for one classroom**
2. Text Communication Options

III. Grant Updates/Progress Reports

- DOL/Apprenticeship **AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Best
 - Dean Winiecki is in contact with Kayla Waters to determine if the currently advertised PT position (Apprenticeship Coordinator) can be funded at a full .5 of salary. Dr. Jones, M. Best, and R. Winiecki are exploring the possibility of the faculty member to take on the coordination.
- DOL/NEG/ASP – Dr. Bullock
Goals: The goals of the NEG/ASP staff are to continue to locate, inform, support, and recruit the dislocated worker into Advanced Manufacturing Programs (WAGE, Welding, Process Technology, and Industrial Technology/Mechatronics.) We are still looking to add CPT/MSSC to grants allowable programs.

Outcomes:

- In the month of December we were able to share/recruit with 20 individuals. These efforts were exercised through the collaboration with the Governor's Task Force and Adult Ed in Magnolia. These 20 individuals have been or will be laid-off from Amfuel.
- Collaborated on the TAAACCT grant power point of resources in November (see Nov. report) and then disseminated said resource to 6 NEG participants. This PP consists of 25 companies in the area, their descriptions, website address, and links to their job openings.
- Met and planned remaining grant's activities and budget allocation.
- Collaborated with TAACCCT staff advisor and PTEC department to prep and then host the Internship Interviews with Chemtura, Georgia Pacific, and Lion Oil. Two NEG participants were interviewed and received an internship position. (One was hand-picked for a specific task.)
- Participated in the last WAGE advisory committee meeting for 2016. Business' present were Evers Electric, Applebees, and WIOA partner.
- Visited current CPT students to discuss resumes, program progress, and individual needs. (2 were NEG participants.)

Strategies: In achieving the fore-mentioned goals NEG staff met/communicated in December with SouthArk's Workforce Ed., TAACCCT representatives, DWS (Workforce Services), SouthArk's SNAP representative, Adult Ed., SouthArk's Deans and faculty, AR Rehab., WIOA, the Local Workforce Development Board, the Governor's Dislocated Worker Task Force, and the local Probation & Parole representation on campus.

Measures: The number of individuals are always calculated for all recruiting events and contact information is gathered for further contact and assistance purposes. Subsequently, if an individual sets a personal goal of further training at South Arkansas Community College, then those numbers are also gathered and calculated.

Targets: NEG staff set a goal of an increase in eligible participants by 2 for the month of December. We were able to add 1 participate.

Grant Numbers:

- Total number of individuals hearing the presentation in December – 20
 - Total number since inception – 515
 - Total referrals (my referrals to WIOA for eligibility determination) for December – 3
 - Total since inception – 63
 - Currently have 13 eligible participants.
 - WAGE completers among participants – 2
 - Have 3 eligible participants in the second MSSC-CPT program and 2 in for credit tech. programs.
- **DOL/TAACCCT – Dr. Best**
 - All major purchases are complete and I am expecting a full report from A. Lopez as to whether or not equipment is present on East Campus and in use with the start of Spring 2017. For equipment that has not arrived, I am requesting an estimated date of arrival.
 - **ADHE FIT (Futures in Information Technology) – Dr. Best**
 - Amir Ali employed as FT faculty member
 - **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Best –**
 - The FT faculty member in Corporate Education will be unavailable for assuming the role of RAMP grant (.5) coordinator. Dean Winiecki and Dr. Best are following up with suggested resources recommended by Dr. Tully-Dartez and Dean Howard and personally contacting industry reps to seek their assistance.

- ADHE – **CCRP (College and Career Readiness Program)** – Dr. Bullock
 - Weekly Update 1/3/17 – 1/6/17
 - El Dorado’s coach (Gregory Crew) held a four part workshop on Scholarship Essays for a group of around 40 students
 - 139 total group contacts
 - 29 total individual contacts
 - 168 total contacts
- **EDA/AMTC** – Dr. Jones

IV. Announcements

President

VPFA

VPL

1. Dr. Best is on the ADHE STEM Workgroup. One work session meeting in Little Rock, AR before close of January 2017
2. **UPDATE** – Faculty Handbook has been approved by FAC, AAC, and apparently needs to be represented to Planning Council.

VPSS

1. January 20, 8 a.m., HNS Auditorium, Internal Update of High School Programs in preparation for meeting with Union County Superintendents and Principals in February.

CIO

1. SATCO will install POTs lines for the fire alarms on January 12th – OIT staff will then route them to the required locations. (completed)
2. OIT staff have installed an update to the Alertus system and can now active preset alerts via a cell phone. A full system test will be conducted January 14th, 2017.
3. Email accounts and usernames for students with POISE ID numbers are built using the POISE ID number. Staff can consult the Student ID tab in myCampus to confirm a student’s email account and username.
4. OIT staff are working two Jenzabar contract engagements (convert historical payroll check and production of 1098-T files). (completed)
5. OIT staff are working three Jenzabar support incidents (Oct payroll glitch; PDFReports on myCampus error pass (fixed); Izenda login error on some accounts).

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