

Cabinet Meeting – Wednesday, January 25, 2017  
Administration Building Board Room – 2:00 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 11, 2017 – [approved with minor edits](#)

### President

#### VPFA

- A. Buy new Security phones on east and west campus and connect them to appropriate red emergency phones – ok
- B. Potential renter from Johnson Controls for house vacated by Mr. Norman’s family (309 W. Cedar)
  - [After lengthy discussion and assurance that no faculty or staff needs for the home have been reported, the cabinet approved a temporary exception for the contractor for February-June, 2017.](#)

#### VPL

- A. PBL request for use of EDIE’s Village and update on SAAC interest in EDIE’s Village – (handout)
  - [Support the concept but would consider other locations on campus.](#)
  - [Request more information on how much sq. footage required. Also, suggest PBL students present proposal to cabinet.](#)

#### VPSS

#### CIO

#### CIEAO

## II. Discussion

### President

- A. Legislative Issues
- B. Productivity funding – [areas of focus - strategies](#)
- C. 25<sup>th</sup> Anniversary plans – [“Celebrate SouthArk” – need Dr. Best’s names for committee](#)
- D. PAFs – [Carey Tucker has none pending; Ann Southall has 2 pending budget adjustments. Dr. Best checking his file. Dr. Jones checks all PAFs she approves against lists provided by deans.](#)
- E. Forms for Jenzabar – [software installed – PAFs first sequence form to be developed – ETA late spring](#)
- F. Campus Conversations
  - Proposed dates:
    - East Campus: Thursdays, March 2, 9, 16 or April 6 – 10:45-11:45 a.m. – **March 2<sup>nd</sup>**
    - West Campus: Fridays, March 3, 10, 17 or April 7 – 8:30-9:30 a.m. – **March 3<sup>rd</sup>**
- G. Barb’s Wire topics – [due Feb. 10<sup>th</sup>](#)
- H. [Strategic Plan – Thursday meeting with Ken Hubbell – dates/times to be announced. \(1/26/17\)](#)

## VPFA

- A. Human Resources update
- B. Budget update
- C. Construction update
  1. McWilliams house – demolition began Monday. Awaiting bond paperwork from EDR to begin project
  2. JCI – currently working on interior lighting – West campus buildings being worked are gym, Admin and Library. Working exterior lighting on HNS parking lot. Boring for chilled water district loop will begin in the next two weeks.
  3. AMTC – awaiting approval from EDA to go into bid process
  4. TV and mount purchased for Bistro, need wiring run
  5. Awaiting Contractor to repair HNS boiler (~\$3,700)
  6. Admin duct cleaning and heating coil repair occurring today (~\$1,200)
  7. East Campus flag pole possibly next week
- D. W2s are being prepared

## VPL

- A. May 2017 Commencement Speaker?

## VPSS

- A. BRT Issue Resolved
- B. Enrollment Update – 1433; 12,957
- C. LexisNexis Request

## CIO

## CIEAO

- A. Arkansas South – [tourism for 7 counties; publish a regional guide](#) – contacted about student interns.

### III. Grant Updates/Progress Reports

- DOL/Apprenticeship **AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Best
- DOL/NEG/ASP – Dr. Bullock  
Weekly Summary - [January 16-20](#):
  - Met face to face with 3 possible NEG participants
  - Met with 1 CPT student
  - Met with 2 AH Directors to discuss the Spring Job Fair and good dates for their students to participate
  - Met with 1 NEG participant and attempted contact with another
  - Viewed webinar addressing Soft Skills and the current skills gap
  - Dates for the Job Readiness Workshop and the Job Fair have been set – April 4 & 5

#### Weekly Update ([January 9-13](#)):

- Spent much of the week making phone calls to recruit for the next CPT program
- Completed the end of month reporting
- Submitted to Vanessa a proposal for a NEG budget adjustment
- Met face to face with 2 possible participants
- Attended the first CPT graduation (2 were NEG participants)
- Recruited in the WAGE classroom to 7 individuals (6 were female)
- Met with two of the Allied Health program directors to gather information about a good date for them for the Spring Job Fair.

Participated in Convocation and break-out sessions.

- DOL/TAACCCT – Dr. Best – [no report](#)

- ADHE FIT (Futures in Information Technology) – Dr. Best – [no report](#)
- ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Best – [no report](#)
- ADHE – CCRP (College and Career Readiness Program) – Dr. Bullock  
 Weekly Summary – [January 16-20](#):
  - Primary focus was application for admissions
  - Pre-Principal and Superintendent meeting 1/20/17
  - Team meeting 1/20/17
  - 187 Group Contacts
  - 12 Individual contacts
  - 199 total contacts  
 Weekly Update ([January 9-13](#)):
  - New career coach began on January 9
  - Four of four coaches attended convocation
  - New career coach attended new employee orientation
  - New employee completed one-week onboarding process with UCCC
  - The three coaches selected into CDF training attended face-to-face class in LR
  - 18 individual contacts
  - 38 group contacts
  - 56 total contacts
- **GEAR UP** Grant Proposal Preparations
  - Gathering data and seeking partners for April 1 deadline to provide RMA with requested materials for proposal
- **EDA/AMTC** – Dr. Jones – [waiting for permission to begin bid process](#)

#### IV. Announcements

President

VPFA

VPL

VPSS

CIO

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