

Cabinet Meeting – Wednesday, February 1, 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 25, 2017 – [approved with edits](#)

President

VPFA

A. Auditor’s work area – Library room or 2<sup>nd</sup> floor Administration Building offices

VPL

A. 2017 – 2018 Catalogue Review –

1. February 1, 2017 – Assigned areas will be sent out to Cabinet members today with another copy of the review timeline. The Cabinet members are charged with the area/s indicated. Who the Cabinet member requests assistance from is up to her/him.
2. The timeline guides the Cabinet member as to when she/he must receive input from their staff. Cabinet member needs to *read and review the assigned sections for accuracy before sending the section/s back to the VPL office.*
3. VPL office has assigned a “reading team” (VPL, Assistant Registrar, Deans, M. K. Sumner) who will read the entire document before sending it to H. Waldrop and C. Hankins.
4. [Reminded to include section on out-of-class time expectation](#)
5. [Requested review of future AY calendars](#)

B. Business accreditation – Accreditation Council for Business Schools and Programs (ACBSP) VERSUS Accreditation Council for Business Schools and Programs (AACSB) – HANDOUTS

C. [Program Reviews due this year – Business, ECE – Dr. Best to check on status](#)

VPSS

CIO

CIEAO

## II. Discussion

President

A. Strategic Plan – [met with Ken Hubbell – tentative dates April 6-7](#)

B. Legislative Issues

C. Productivity Funding

1. Math Class
2. Degree programs

D. Faculty Pay Scale – being reviewed

VPFA

- A. Copier locations – eliminate two in Administration Building
- B. Personal information protection – VPFA and CIO will discuss information protocols
- C. HR update
- D. Construction update
  - 1. JCI – finishing lights in Whitfield Building; TEC and HSC on schedule for next week
  - 2. McWilliams – demo complete
  - 3. AMTC – bid process to begin
  - 4. Chillers repaired
- E. Budget update – SSCH projections for 17-18

VPL

- A. **Be Pro Be Proud** – new initiative discussions about partnering with community colleges. (advertising dollars available in AAPI and RAMP grants...and funding for locking in SouthArk access to trailer). Currently we have scheduled with them for S.T.E.A.M. (June 2017) and Young Manufacturers Academy, a week-long event (August 2017). Currently, there are no other community colleges who have committed. To be first in line.... \$5,000 has been suggested. Re: R. Winiecki asked Angela Lopez to reach out to State Chamber-of-Commerce representative who she is working with in her leadership class.
- B. **Louisiana Course Provider scenario that may repeat** – VPFA and VPL to review and make a recommendation
- C. **VP directions to Standing Committees for establishing service term limits** – Currently, *APM 1.10 Shared Governance* states a three-year service term for committee members (whether they are elected as Vice-Chair and then Chair has no bearing). Does this translate into a person serving for one year before she/he can be elected into Vice-Chair? – Dr. Kirk reported Administrative Affairs Council suggested to change to “not to exceed 4 years.”
- D. **Concurrent MOU details related to “required” materials** – Can we adapt all concurrent MOUs to reflect that the school systems will also purchase “access codes?”
- E. **ASUN “Mock Visit”** – Agenda and clarification for costs associated with the visit
- F. **Business Program Accreditation Options** -- HANDOUTS

VPSS

- A. First round of data analysis from Recruiting Committee’s monitoring of the Recruiting Plan

CIO – phishing issues

CIEAO

**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 position advertised on the SouthArk website.
  - We continue to discuss new options to fill the Apprenticeship Grant Coordinator position. James DuBose is willing to serve in this capacity. Workload and salary adjustment discussions have been occurring.
  - 3 quotes for welding program CNC Plasma Cutter and the Metal Shear. Requisitions were submitted during the week of January 23 – 27, 2017.
  - R. Winiecki attended an ApprenticeshipUSA Luncheon on January 13 in Little Rock, AR. Several companies commented on how apprenticeship assisted them.

- R. Winiecki continues to solicit new industry partners willing to participate in the program.
  - The second annual SouthArk Weld-a-thon will be held on the East Campus on March 16, 2017. 7 regional secondary centers have committed to participate. There were 5 involved last year.
- **DOL/NEG/ASP – Dr. Bullock**  
**Weekly Summary: 1/23/17 – 1/27/17**
    - Met with seven students existing and potential NEG participants
    - Called six Allied Health (AH) businesses that participate in the Fall Job Fair about our upcoming Job Fair and the possibility for more AH students to participate
    - Called seven AH directors about dates of Job Fair and the Readiness Workshop
    - Facilitated the first committee meeting to address and work on the Spring Job Readiness Workshop and Fair Job (April 4)
    - Participated in several continuing education webinars
  - **Dept. of Health Training Site Sub-grant:**
    - Total: \$6,720. \$2,300 for library resources and remainder (\$4,420) for Ken Kelley and John Burdue to attend “*EMS Today*” national EMT conference in Salt Lake City, UT (February 2017). Conferenced hosted by the National Assoc. of EMTs, CoAEMSP, and the National Registry of EMTs. Library resources will be chosen based upon what K. Kelley identifies at the conference.
  - **DOL/TAACCCT – Dr. Best**
    - Graduation applications are being completed for project participants. This is a bit early but they will be held for approval pending requirements for completion are met.
    - PTEC Advisory Committee will meet Friday (February 3) at 10am in the Workforce Building on East Campus. Amy Hix, Advisor/Recruiter, will introduce an electronic internship assessment form that will should replace the current hard copy that is being used to track interns’ progress.
    - With the project scheduled to end March 31, project staff are working to finalize data reporting. All grant funded courses being taught this semester along with supporting documentation will be submitted to grant management on or before February 3 and a narrative report of project progress is due February 8.
  - **ADHE FIT (Futures in Information Technology) – Dr. Best**
    - The after school program started during the week of January 23 – 27, 2017. 25 students from Union County signed up. Twelve (12) are meeting at the SouthArk West Campus, and thirteen (13) are signed up through the Boys and Girls Club.
    - One of our tutors, Justin Robison is at the Boys & Girls Club on Tuesday and Thursday afternoons to aid in facilitating the programming course.
    - The Coordinator attended a meeting with the Career Coaches and other staff in preparation for a meeting with principals and superintendents later this month.
    - We are planning a meeting with the Steering Committee for later this month.
  - **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Best –**
    - The RAMP Grant Administrator position is still not posted on our website.
    - We continue to explore new options to fill the RAMP Grant Administrator position. (Workforce development is not interested in taking on this position.)
    - This past December, Faith Elliott completed NCCER ICTP instructor training and is now able to certify her students.
    - This past December Faith Elliott attended a 2 day PLC training workshop in Shreveport.
    - Plans are in the works to have the Young Manufacturers Institute meet in February.
  - **ADHE – CCRP (College and Career Readiness Program) – Dr. Bullock**  
**Weekly Update: 1/23/17 – 1/27/17**
    - 24 individual contacts
    - 15 group contacts
    - 39 total contacts

- Over half the contacts were ACT-related while the other two main contacts dealt with college planning & FAFSA/scholarships
- **GEAR UP** Grant Proposal Preparations
- **EDA/AMTC** – Dr. Jones

#### IV. Announcements

##### President

- A. *Barb's Wire* topics due February 10<sup>th</sup>
- B. Board Meeting – February 21<sup>st</sup>
- C. Campus Conversations –

##### **EAST CAMPUS**

Thursday, March 2, 2017

10:45-11:45 a.m.

Center for Workforce Development, Room 121

##### **WEST CAMPUS**

Friday, March 3, 2017

8:30-9:30 a.m.

Library Auditorium

##### VPFA

- A. Governor Hutchinson here Thursday at Conference Center for El Dorado Promise – [tickets needed](#)

##### VPL

##### VPSS

- A. Mock visit to ASU-Newport February 6-7 (Dr. Best, Dr. Tully-Dartez, and Dr. Bullock)
- B. Team formulated for February 17 Guided Pathways workshop in Little Rock
  - 1. Dr. Best
  - 2. Caroline Hammond
  - 3. Ray Winiecki
  - 4. Dr. Yates
  - 5. Charley Hankins
  - 6. Dean Inman
  - 7. Heather Smith
  - 8. Dr. Bullock
- C. Ongoing prep for GEAR UP proposal, awaiting further input from RMA
- D. New Health Sciences Advisor, Tracy Yacobellis, began work on Monday, 1/30
- E. Black Heritage Week (February 13-18)
  - 1. *Red Tails* movie at 6 p.m. February 2 in Library Auditorium
  - 2. Read-In at 12:15 p.m. in ECC on February 13
  - 3. Soul Food in Bistro February 13-15
  - 4. Unity Service on February 15 at local church
  - 5. African American choirs at Municipal Auditorium on February 17
  - 6. AAFFD and Youth Summit on campus in gym February 18, 8:30 a.m. to 2 p.m.

##### CIO

##### CIEAO