

Cabinet Meeting – Wednesday, February 8, 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 – February 1, 2017 – approved

### President

#### VPFA

A. Auditor's work area – remain in Library conference room

#### VPL

#### VPSS

#### CIO

#### CIEAO

## II. Discussion

### President

1. ACC 2017 Call for Proposals – Dr. Best to work up a form and approval process.
2. 25<sup>th</sup> Anniversary – Thursday, March 30<sup>th</sup> – 11A-1P – Community Event 11A-12P
3. Board Orientation – February 20<sup>th</sup>
4. *Barb's Wire* topics due February 10<sup>th</sup>
5. Board Meeting – February 21<sup>st</sup>
6. Strategic Plan Update – April 6<sup>th</sup>-7<sup>th</sup>
7. Organizational Chart Updates – reminder – Wednesday, February 22<sup>nd</sup>
8. APM Annual Review – cabinet members to review same chapters
9. Major Budget Considerations
10. Forms – Dr. Tim Kirk to develop step-by-step instructions (to include naming conventions) and assure common forms are available on portal. He will also offer training sessions.
11. Annual Program Review for productivity model
12. Productivity Fee

### VPFA (Dr. Jones in Mr. Tucker's absence)

- A. Review eligible parishes in Louisiana for out-of-state waivers. Consider adding students from Caddo, Bossier, West Carrol, East Carrol, Lincoln and Ouachita Parishes, possible with certain GPAs, to be eligible for in-state rates at SouthArk. – approved if ok with ADHE. Suggest GPA of 2.5.
- B. Human Resources
  1. Position Status Update
- C. Tuition and Fees – review of change in fees structure. Cabinet to review and bring back any suggestions.
- D. Construction Update

1. The lighting crew has finished the CT building and have moved to HSC this morning.
2. HVAC controls should start next week.
3. There is a demo crew from ERC here gutting the garage at the McWilliams house.
4. AMTC is out for bid and the ad will run this coming Sunday and the following Sunday.
5. Both of our chillers are running now. We had to have some work done on them and JCI will be down to do a complete maintenance service on both chillers soon.

VPL

- A. **Commencement Speaker:** Spring 2017?
- B. **Standing Committee 1.10 suggested changes to “Committee Terms – Chairs and Membership” before sending to our Councils?:** Dr. Kirk recommended “four year” terms and I added the rest in italicized font

**Committee Terms—Chairs, Vice-Chairs, Secretaries and Membership**

Standing committee Chairs will serve a one-year term and must serve one-year as Vice-Chair. *Vice-Chairs are elected from within the committee. Members must serve a minimum of one year before being considered for service as Vice-Chair of a standing committee. The position of Secretary is to be elected from within the standing committee on an annual basis.*

Standing committee members will be assigned to serve up to ~~three years~~ *four year* terms *to be staggered, ensuring that no committee loses a majority of its members as they rotate their service to other standing committees.*

If the Chair resigns during the year, the Vice-Chair will become the Chair and another committee member will be elected from within the committee to serve the remainder of the ~~terms Vice-Chair~~. *Vice-Chair’s term.*

The chairs of Academic standing committees will be faculty members.

Unless otherwise designated in the APM, all committees should have at least one faculty representative from each division. ~~Chairs are elected from within the committee~~

At no time will one person determine the membership of a committee. The Nominating Committee will ~~be called to meet and will~~ *as needed to determine address* standing committee membership *openings.*

- *Approved. Recommended changes will be sent out to all 3 councils for consideration.*

- C. **Standing Committee “Current” Members issue:**

On October 16, 2016, VPL office requested all standing committees to send their “current memberships” so Marguerite Rodgers and M. Best could compare what we had against the information.

Suggestion: VPL office is asking **Committee** Chairs to verify with their members when they started **on the committees** against Marguerite Rodgers’ records. To ensure all Councils are verifying this in the same manner, VPs **asked** to do the same and then send Mary Kate Sumner the **current** memberships according to what Chairs of Standing Committees say. Mark Kate Sumner and VPL – using Marguerite Rodgers’ records – can then verify currency **and dates.**

VPSS

CIO

CIEAO

**III. Grant Updates/Progress Reports**

- DOL/Apprenticeship **AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Best
  - 50% salary/benefits
- DOL/NEG/ASP – Dr. Bullock
 

Weekly Update: 1/30/17 – 2/3/17

  - Met & collaborated with Adult Ed., Workforce, Probation & Parole rep. on campus to make recommendations concerning eligibility and services under the Thomas Scholarship
  - Recruited in the WAGE classroom to 7 individuals
  - Received verbal confirmation that CPT-MSSC was now a countable NEG/ASP training
  - Gathering participants information for ‘success story’ requested by L. Ferrell, Project Coordinator Discretionary Grants.
  - Continue to work on upcoming events: Job Readiness Workshop & Job Fair.
- **Dept. of Health Training Site Sub-grant:**
- DOL/TAACCCT – Dr. Best
  - Meetings are being scheduled with student service representatives in preparation of the file transfer that occur at the end of the TAACCCT Grant (03/31/2017)
  - PTEC Advisory Committee met February 3, 2017 and adopted an electronic internship assessment form that will replace the hard copy currently used for tracking internship progress
  - All grant funded courses being taught this semester along with supporting documentation was submitted to grant management on Feb. 3, 2017. A narrative report on progress is due February 8, 2017
  - [Dr. Jones and Linda to visit with Chris Spence at New Growth about grant close-out](#)
- ADHE FIT (**Futures in Information Technology**) – Dr. Best
  - Approval has been formally provided by ADHE for use of funds to cover course and student fee costs associated with CIT instructors taking graduate coursework leading to enhancement of skills (professional development) and related expertise to develop and teach coursework
- ADHE RAMP (**Regional Advanced Manufacturing Partnership: Building the Pipeline** – Dr. Best –
  - No updates
- ADHE – CCRP (**College and Career Readiness Program**) – Dr. Bullock
 

Weekly Update: 1/30/17 -- 2/3/17

  - financial aid night in Junction City 1/30/17
  - 21 individual contacts
  - 137 Group contacts
  - 158 total contacts
    - the great majority of contacts were in reference to financial aid and scholarships
  - [Asked to present at ACE meeting next Friday – Dr. Jones and Dr. Bullock to present.](#)
- **GEAR UP** Grant Proposal Preparations
- **EDA/AMTC** – Dr. Jones

#### IV. Announcements

##### President

A. 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  
VPFA

8:30-9:30 a.m.  
Library Auditorium

VPL

A. **Assessment Week Surveys:** Participant critique/review results are in and the Assessment committee reviewed them on Feb. 3. Good information and insight from participants!

VPSS

- A. February 9, 10-11 a.m., HNS, Room 136: Spring Meeting with Union County Superintendents and Principals
- B. February 17, Little Rock: Guided Pathways
- C. Black Heritage Week (February 13-18)
  - 1. Read-In at 12:15 p.m. in ECC on February 13
  - 2. Soul Food in Bistro February 13-15
  - 3. Unity Service on February 15 at local church
  - 4. African American choirs at Municipal Auditorium on February 17
  - 5. AAFFD and Youth Summit on campus in gym February 18, 8:30 a.m. to 2 p.m.

CIO

CIEAO