Cabinet Meeting – Wednesday, February 22, 2017
Administration Building Board Room – 9:00 A.M.
Minutes

Present       Absent
             _______   _______  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 – February 8, 2017 – approved with changes

President

VPFA
a. Janitorial contract – Cabinet recommends contract will not be renewed. Budget considerations next step. VPFA will discuss contract renewal with Dr. Jones.
b. East Campus mail pickup – negotiate an administrative assistant from east campus to bring mail from west campus. Sent to Ray and Sherry for discussion
c. Half-Day rentals at ECC – Barry wants to eliminate half-day published rate and discount if actual set up, event and breakdown can be done in half day.

VPL

VPSS

CIO
a. Is the digital signing document ready to distribute (see attached)? – recommend removing order number, add date, add statement requiring signer to not sign if previous signatures are missing.
   • Change termination form to separation form
   • Dr. Best asked to add Grade Change
   • Dr. Kirk asked VPs to provide a list of admins who do not have adobe acrobat. He will supply a copy in order to make sure that all future forms include digital signature boxes

CIEAO

II. Discussion
President
   • Board Memos
      1. Report only significant highlights
      2. Awards and recognitions separate from memos
   • Recommendations for Annual Fund Drive Team Captains
      ▪ Administration Building – Carol Modica-Moore
      ▪ East Campus – Sally Ruff (MCG, Sherri Whitehead (WFD)
      ▪ ECC-SS – Dean Inman
      ▪ HSC – Dr. Best making choice later
      ▪ Library – Lauri Wilson
      ▪ Physical Plant – Allison Dolden
      ▪ TEC – Jim Roomsburg
      ▪ Whitfield – Lesley Drummond

Cabinet members will contact staff recommended in their area to confirm willingness to serve.
VPFA
a. Promotional Items – $25K from state – CH wants to spend $4K from FIT. Needs to make sure we won’t hit limit. Calling a meeting – Dean Inman, Heath Waldrop, Ann Southall, VPL and VPSS.
b. Potential Drone policy – only allowed on campus with prior approval. Operator assumes all liability. VPFA policy development.
c. Budget hearings set for next week – Tues, Feb 28 9am-Noon and 1 to 4 pm; Wed, Mar 1, 8:30-10:30 am and 4-6 pm (after cabinet) with a backup scheduled for further discussion Monday, Mar 6 from 9-11 am
d. HR Update
e. Construction Update
   1. AMTC – Pre-bid meeting this afternoon at 2 pm, Bids will be opened at 2 pm, Thursday, March 2
   2. JCI is starting in interior lighting on the east campus and environmental controls start next week
   3. McWilliams renovation – approval letter from ADH received and ERC obtaining proper permits
   4. Excavating contractor will level the Wesson/Hardy lot this week, weather permitting
f. Contracts – currently only person that can sign is Dr. Jones. VPFA investigating alternatives for no cost contracts
g. Keys – only maintenance can cut keys

VPL
a. Guided Pathway’s Report and SouthArk participation going forward (Best and Bullock) attachment – noted we do most of what has been proposed. Meta majors are the exception. No real issue with participation. Still investigating – talking to Mike Leach
b. iLos – Lecture-capture/video-capture interface with Blackboard. 10 faculty members have either attended R. Norman’s demos or have had “one-to-one” trainings and are requesting SouthArk to purchase base license for 2017-2018 – asking in next year’s budget
c. 15 hour Certificates. Deans have been asked by VPL to explore “15 hour options” and D. Inman reported at last week’s Deans & Directors meeting that he has charged J. Winiecki with reviewing of degree plans for 15 hours. – doing analysis to consider impact
d. Program Fee consideration – OTA, PTA, Rad Tech, Surgical Tech and research (HANDOUTS) – need to discuss with program directors to address potential options
e. Welding Building Room 107 door – Welding has to pay for door out of their budget because it would be new.
f. ASU – Mid-South’s inaugural Men of Color Conference – “Building Bridges, Creating Change” – April 7, 2017. Requests for presenters and panelists!
   o Tim R. Johnson
   o Possibly Greg Crew accompany suggest present on CCRP – Dr. Best will contact

VPSS
a. John Gardner Workshop Attendance – hosted at UCA, April, Student Success Symposium, Dr. Bullock attending, other being asked
b. Concerns about decreasing population of African American women – Dr. Tully-Dartez looking in to it

CIO

CIEAO
a. Office in Tech Building – given the Promise Program, ATO grant with CIT, and ACAP requesting one office for Continuing Education to share. Dr. Kirk looking at space. Need to find furniture.

III. Grant Updates/Progress Reports
   • DOL/Apprenticeship AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding) – Dr. Best
   • DOL/NEG/ASP – Dr. Bullock
     ▪ NEG/ASP Weekly Update 2/13-2/17
       o Continue to work on the Job Readiness Workshop, the Job Fair, the Daffodil Festival recruiting event, and the ASP performance report.
       o Met with WIOA rep. P. Carter and A. George to discuss new ASP guidelines and collaboration on the CPT program.
- Recruiting through DWS unemployment workshop (27 individuals) and in WAGE classroom (7).
- Discussed with WIOA’s A. George about new information she needs and formulating that report.
- Met with Probation/Parole rep. W. Rankin about the Thomas Scholarship and advertising to felons.
- Met with 4 students or prospective students; 1 was NEG participant.

- **Dept. of Health Training Site Sub-grant:**

- **DOL/TAACCCT – Dr. Best**
  - The final data submission has been completed recording 25 new participants and 16 completers.
  - A. Lopez has met with Dean Winiecki to share information related to activities and events conducted by project staff. This will provide continuity of programs and services.
  - VPL met with L. Lephiew who related that A. Lopez has met regarding financials. Two courses previously taught are not allowed to be paid via TAACCCT.

- **Equipment update:**
  - Advantage Business Equipment (3-D Printers) delivery is scheduled for Friday, February 24, 2017. Design Assistance Corporation will expedite the shipping process and notify Rebecca Blake of shipment within the next week.
  - Industrial Training Solutions will expedite delivery and notify Rebecca Blake of shipment within the next week.
  - Sivad will notify Rebecca Blake of shipment by the end of this week.

- **ADHE FIT (Futures in Information Technology) – Dr. Best**
  - Presented program information to school district representatives on February 9, 2017
  - Represented program at African-American Family and Friends Day on February 18, 2017
  - After school program Session I – **Music** – has been completed. 13 students at Boys and Girls Club participated and 5 completed the session. 10 students at SouthArk participated in the session and 6 completed **Art** begins on Tuesday February 21, 2017
  - Scheduled visits with Union County High Schools are scheduled for March 2017
  - Scheduled meeting of the FIT Steering Committee has been set for February 22, 2017

- **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Best**

- **ADHE – CCRP (College and Career Readiness Program) – Dr. Bullock**
  - **Weekly Update 2/13-2/17**
    - Drs. Jones and Bullock presented about CCRPP in LR
    - Financial Aid Night at EHS 2/16/17
    - 67 Group Contacts
    - 37 Individual Contacts
    - 104 Total Contacts
    - Financial aid/scholarships apps, ACT Prep, & Parent Involvement were common through the total contacts

- **GEAR UP Grant Proposal Preparations**

- **EDA/AMTC – Dr. Jones**

### IV. Announcements

**President**

a. **Campus Conversations – EAST CAMPUS**
   - **EAST CAMPUS**
   - Thursday, March 2, 2017
   - 10:45-11:45 a.m.
   - Center for Workforce Development, Room 121

b. **WEST CAMPUS**
   - Friday, March 3, 2017
   - 8:30-9:30 a.m.
Library Auditorium

VPFA
a. Mr. James Virden is the new Director of Public Safety, coming to us from Star City. He starts Monday, Feb 27.

VPL

VPSS
a. Upward Bound: Annual Gospelfest, Saturday, Feb. 25, 6-8 p.m., St. John Missionary Baptist Church

CIO
a. Jenzabar – FormFlow training March 27 (create custom forms with approval tracks)
b. Jenzabar - Retention module training March 28 & 29 (last module in original project scope)
c. Interface-Arkansas (Little Rock, AR 02/23/2017) – Kirk to attend
d. ARE-ON TECH (Little Rock, AR 03/7-8/2017) – Kirk, Griffith, and Roberts to attend

CIEAO