

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

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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

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- 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

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. 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

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