

Cabinet Meeting – Monday, March 29, 2017  
Administration Building Board Room – 3:00 P.M.  
Minutes

Present    Absent

<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 – March 20, 2017 – approved with corrections

President

VPFA

A. College Open hours – suggestions:

- |                  |                        |
|------------------|------------------------|
| 1. 8A-5:30P M-Th | 2. 8A-6:00P M-T or T-W |
| 8A-12:00P F      | 8A-5:00P W-Th or M-T   |
| 30 min. lunch    | 8A-12:00P F            |
|                  | 30 min. lunch          |

To be taken to the Human Resources Committee for consideration and discussion.

VPL

- A. First deadline for submitting input on the catalog review process is April 3, 2017. All reviewers (Cabinet members and others) have been sent reminders and I included the original attachments I sent back in February. Please send your input to Mary Kate Sumner (cc me please!) so she can begin inputting.
- B. **SB673** – Concurrent enrollment consideration for waiver and the need to consider this in terms of when the course is taught by a public school teacher or a SouthArk faculty member. – Dr. Best to ask CAOs what they charge
- C. Investigate consolidating classes into Whitfield
- D. Hybrid course possibilities to be offered in future
- E. Recommendation from Academic Affairs Council:  
MLT discontinue program – Cabinet approved  
CNA – suspend – Cabinet approved

VPSS

- A. Student Affairs Updates from ADHE Meeting in LR 3/27/17  
Financial Aid updates:  
Guard Tuition Assistance, Governor’s scholarship, Academic Challenge, Arkansas Workforce Challenge, Arkansas Future
- B. ACTS Course review, CIPs for STEM
- C. Program Viability – Jeanne Jones to send out to CAOs

CIO

CIEAO

**II. Discussion**

President

- A. IPEDS Data Feedback Report 2016 (handout)
- B. Productivity Funding Plan – Task Force – deans, VPAA, VPSS, CIEO and Genevieve White, Christy Wilson

- C. Legislative Issues
- D. Student Default Rate
- E. Campus Conversations – Dates ok with Cabinet with exception of Dr. Best?

West Campus

**Friday, April 21, 2017**

8:30-9:30 a.m.

Library Auditorium

East Campus

**Thursday, April 27, 2017**

10:45-11:45 a.m.

Center for Workforce Development, Room 121

- F. Culinary

VPFA

- A. Construction update:

1. JCI is working on controls at the Library; Whitfield, Admin and CT are 95% complete
2. McWilliams garage framing is occurring this week
3. AMTC teleconference held with EDA

- B. HR Update

- C. Health Insurance Update – [recommend to go with 3 levels and cap employee at \\$500 allowance for Healthcare plan](#)

VPL

- A. P. Shackelford and others have asked about the “ownership” of various events/programming as well as seeking a listing of established monthly activities. – [contact person list to be developed](#)
- B. Early Alert and Excessive Absenteeism process. Should we form a “task force” to tackle the logistics of streamlining the communication and process – Faculty and SS Staff? – [defer to SS –into retention module to implementation](#)

VPSS – Professional Development Offerings: [Declining Enrollment webinar](#), [Guided Pathway webinar](#) – They will send out announcements.

CIO

CIEAO

- A. Strategic Planning – [complete survey!](#)

**III. Grant Updates/Progress Reports**

- DOL/Apprenticeship **AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Best
  - James Dubose will assume duties as the Apprenticeship Coordinator and this will become .5 of his PAF beginning April 1, 2017
- DOL/NEG/ASP – Dr. Bullock
  - Summary of Activities for April 20-23
    - Gained a new partner resulting from the upcoming Workshop and Job Fair – WIOA Program Specialist from Camp Robinson.
    - Contacted (phone or e-mail) 10 business regarding Job Fair event.
    - Placed fliers in DWS, DHS, AR Rehab, & Probation/Parole offices and B. Wood auto dealership.
    - Continue to work the Workshop & Job Fair details.
- DOL/TAACCCT – Dr. Best
- ADHE **FIT (Futures in Information Technology)** – Dr. Best
  - No significant grant activities during Spring Break week of March 20 – 24, 2017

- **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline)** – Dr. Best –
  - There is a need to finalize the decision of whether or not the part-time position will be used in non-credit to assist with setting the full-time position. – **not to be used in non-credit**
- **ADHE – CCRP (College and Career Readiness Program)** – Dr. Bullock  
 Weekly Update 3/20/17 - 3/24/17
  - Spring break; no student contacts
  - 2 coaches took vacation the full week
  - 2 coaches took partial vacation
  - Worked on designing ACT Prep program format
  - Worked on paperwork and advertisement for all three summer programs

#### **IV. Announcements**

##### President

March 30 – 25<sup>th</sup> Anniversary Kickoff Celebration

March 31 – AMTC Groundbreaking

April 1-4 – HLC Conference

April 6-7 – Strategic Planning

April 11 – Chamber Annual Banquet

April 13 – Tourism Summit

April 20 – Student Recognition Ceremony

April 22 –25 AACC Annual Conference

April 28 – Employee Recognition

May 4 -25<sup>th</sup> Anniversary BBQ for College employees, retirees, and graduates

May 12 – Spring Commencement – Speaker: Former Senator Tracy Steele

May 16 – GLAMS

##### VPFA

- A. QualChoice will be on campus April 12 to explain the Health Insurance Changes, 10:45 in the Workforce Building on the East Campus and 2 pm in the Library on the West Campus. Mr. Tucker will hold a session Friday, April 12 at 9 am in the Library auditorium for those that missed the other two sessions or if anyone wants to have follow up questions

##### VPL

- A. The Chronicle’s Great Colleges to Work for 2017 Faculty/Staff Survey is active and **DUE on April 7, 2017**
- B. Interviews for the second faculty position for ARNEC took place and an applicant is being referred for the second-level interview with Dr. Cole at CASSATOT

##### VPSS

- A. **Job Readiness Workshop**, April 4, 10 a.m.-3 p.m., ECC
- B. **Job Fair**, April 5, 10 a.m.-3 p.m., ECC

##### CIO

##### CIEAO