

Cabinet Meeting – Monday, April 5, 2017
Administration Building Board Room – 3:30 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 Academic Affairs, 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 29, 2017 – approved with corrections

President

VPFA

A. New Posted College Hours: start May 15th

HR committee recommends:

8:00 a.m.-5:30 p.m. M-TH

8:00 a.m.-12:00 p.m. F

- Employees may work with supervisor for flexible schedules. VPs need to assure public/student visited offices are covered for posted hours.
- Extended hours for registration will be posted.

B. Health Insurance : offer all 3 health plans

VPAA

A. Receiving some catalog edits. As of the first deadline date of April 3rd, I have received Student Services, Academics (VPAA), Dr. Jones' additional statement for the 25th Anniversary of the institution, Foundation, Library, and Distance Education. April 17th is the target date for sending the input sections back out for "reading" – by the Cabinet-level assignee. VPAA is reading as input comes in.

B. 2017 Outstanding Faculty member of the year

C. Class limits – information from other CAOs:

- Writing Intensive 20-28 average 24
- Other Intensive 22-28 average 24
- Remedial 20-25 average 24
- Online
(split after 40 [2]) 23-30 average 24
- Pay for over these established limits – none except one college who pays \$100/Student 29-39

VPSS

CIO

CIEAO

II. Discussion

President

A. New Board of Trustee

B. Summer Vacations for Cabinet members

C. Legislative Issues

VPFA

- A. Construction Update – JCI – Boiler and chillers to be arriving soon. Chiller installed after spring classes complete in May
- B. HR Update – review of open positions; positions on hold; positions eliminated
- C. Budget – lengthy discussions

VPAA

- A. Faculty Affairs Committee question – Adult Basic Education representation on Academic Affairs Council (AAC). The Director of AE is included as a member of AAC currently. However, AE is not a college-level program or committee under academic affairs. Should AE continue to be? – There is merit for AE representation of AA Council to address transition between GED, college, and accelerated opportunities. Also AE Promise/Lead project
- B. Consideration of Truck Driving and the CP award. ADHE has it scheduled for program review for 2016 – 2017 and we have no Program Director and have not taught it for some time. It will likely be placed on the non-viable list of programs report we are receive from ADHE this week. – On inactive status. Recommended to be deleted.
- C. Dr. Langston has requested that either Judy Ward or Dinah Van Hook serve as Grand Marshall at the May 2017 Commencement as a way to honor them going into retirement. What about two Grand Marshalls? If so, I can write this into the graduation script. Ok and approved.
- D. Program Reviews – schedule reviewed. OTA and ECE this year and Business, Entrepreneurship, and Office Occupations next year.

VPSS

- A. Investigator liability – Attorney General will be consulted.

CIO

CIEAO

- A. Strategic Planning – dress is business casual – April 6 & 7
- B. HLC Conference – Assessment issues were prevalent. Citations in recent reviews, especially related to General Education. Diversity was also a common issue cited. Others:
 - Student Loan Default rate
 - Locations
 - Distance Learning
 - SARA
 - Credit hours vs Contact hours
 - Rural CC enrollment
 - Completion incentives
 - Concurrent incentives for FTFT

III. Grant Updates/Progress Reports

- DOL/Apprenticeship AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding) – Dr. Best
 - James DuBose has assumed the responsibility of the AAPI grant coordinator as of April 1, 2017.
 - Employer information from Chemtura has been received and forwarded to Karen Brashears. We have not received an update from her as of today.
- DOL/NEG/ASP – Dr. Bullock

Weekly Summary March 27-31

 - Received word that the Industrial Technology Program has been approved by the Local Workforce Board as an eligible training program.
 - Recruited in WAGE classroom (6)
 - Continue to contact businesses regarding the Job Fair
 - Continue to work all Job Fair preparations
- DOL/TAACCCT – Dr. Best
 - Linda Lephiew and Kim Vaughn are completing data work. Additionally, Linda Lephiew is focusing on sustainability. To this end, content experts will be employed to review all grant related syllabi from the seven participating institutions.

- **ADHE FIT (Futures in Information Technology) – Dr. Best**
 - Cathy Harrell – Met with Sophomores and Juniors at Strong High School; Available through 3 lunch shifts at EHS on Tuesday and Wednesday in their cafeteria; Attending CATS conference at EHS on Tuesday; Assisting with Job Readiness workshop on Tuesday; Attending and assisting Job Fair on Wednesday
 - Met with Jim Roomsburg and SouthArk faculty to discuss third certificate for FIT, catalog changes, equipment and software purchases, and promotional purchases (staying within established limits) and will be submitting equipment and software purchase requests for this fiscal year by close-of-business on Friday April 14

- **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Best –**
 - As part of the "Building the Pipeline," Secondary Center staff spoke to the 10th grade classes at Smackover High School on March 28th and Strong High School on April 3rd. All Secondary Technical Center program areas were represented at both functions.

- **ADHE – CCRP (College and Career Readiness Program) – Dr. Bullock**
Weekly Update 3/27/17 – 3/31/17
 - Coaches began promoting summer programs
 - 49 group contacts
 - 31 Individual contacts

IV. Announcements

President

April 6-7 – Strategic Planning

April 11 – Chamber Annual Banquet

April 13 – Tourism Summit

April 20 – Student Recognition Ceremony

April 21 – Campus Conversations – West Campus – 8:30-9:30 a.m. – Library Auditorium

April 22 –25 AACC Annual Conference

April 27 – Campus Conversations – East Campus – 10:45-11:45 a.m. – Workforce Development, Room 121

April 28 – Employee Recognition

May 4 -25th 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 12th 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 12th at 9 am in the Library auditorium for those that missed the other two sessions or if anyone wants to have follow up questions

VPAA

- A. The Chronicle's Great Colleges to Work for 2017 Faculty/Staff Survey is active and **DUE on April 7, 2017**

VPSS

- A. **Job Fair**, April 5, 10 a.m.-3 p.m., ECC
 B. 4/11: Troll Day, 10:30-11:30 a.m.
 C. 4/11: Student Forum, 12:15-1 p.m.
 D. 4/11: NSLS Induction, 6-7 p.m.

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