

Cabinet Meeting – Monday, April 26, 2017  
Administration Building Board Room – 3:30 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 Academic Affairs, Dr. Mickey Best – (attending ARNEC Meeting)
<u>X</u>	_____	Vice President for Student Services, Dr. Jim Bullock
<u>X</u>	_____	Associate Vice President for Administration, Dr. Tim Kirk
<u>X</u>	_____	Chief Institutional Effectiveness & Advancement Officer, Dr. Stephanie Tully-Dartez

**I. Action**

Approval of Minutes – April 12, 2017 – [approved with minor edits](#)

President

VPFA

VPAA

A. ACC attendance application. Can SouthArk Faculty/Staff “apply to attend” via an email to their immediate supervisor who would then pass along the request to her/his Cabinet representative? **Not related to those who want to send Cabinet a proposal to present. This is in regard to other’s request to attend the conference (professional development).** – [Proposals to be reviewed by cabinet week of May 8<sup>th</sup>](#).

VPSS

AVPA

CIEAO

**II. Discussion**

President

- A. May 4<sup>th</sup> – SouthArk 25<sup>th</sup> Anniversary BBQ – “Blue Jeans, Boots, & BBQ” – 6PM
- B. SWACCC Ps/Cs about starting club sports – [suggest learning more and developing budgets/costs](#)
- C. Housing Question/Act556 – [will look into possible public/private partnerships and gather more information](#)

VPFA

- A. HR update – [released positions on hold to be filled](#)
- B. Construction update
  - [chiller for TEC in; to be installed week of May 8<sup>th</sup>](#)
  - [Lighting complete](#)
  - [McWilliams house – limited progress](#)
  - [Fountain/stage repair done – cures for 28 days](#)
- C. Employee waiver when employee quits – [asked for recommendation](#)
- D. ERT removal as a committee – [Remove ERT as a standing committee. It is a response team.](#)

VPAA

- A. [Non-viable programs – delete or redesign](#)
- B. Jenzabar Retention module. Faculty are asking – 1) will the module connect Early Alert, Excessive Absenteeism, and Retention, and 2) will the module be ready for implementation by Fall 2017?
  - 1. [SS working on it](#)
  - 2. [Yes, if they move expeditiously](#)
- C. SouthArk on Tour. Is this something that SouthArk is interested in repeating again? The academic deans and a couple of Program Directors have inquired. H. Waldrop indicates that summer is not a good time-line.

Recommendation (M. Best) – time the tours with the Fall recruiting season. Tour SouthArk in Fall semesters through the SouthArk on Tour initiative.

- E. LMS (Blackboard). R. Norman highly recommends that SouthArk considers ending its relationship with Blackboard with the close out of the 2018 contract. Is it the Cabinet’s preference that he prepare “demos” of other LMS platforms? (Jenzabar, Moodle, Canvas, ELearning). Currently, he has Moodle set up in “play mode” and has tested Blackboard tools integration with no issues. Related to this, he recommends moving to “Snap Surveys” for student end-of-semester surveys of faculty performance. – 20 “tickets” submitted to Blackboard this semester
- F. Jenzabar JAM attendance
- G. Crossett School district asked about CTE site for secondary career center

#### VPSS

- A. Scholarship Committee – part of shared governance structure

#### AVPA

#### CIEAO

### III. Grant Updates/Progress Reports

- DOL/Apprenticeship **AAIP (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Best
  - 04/11/2017 – R. Winiecki attended a Registered Apprenticeship Program Development webinar sponsored by DOL.
  - 04/12/2017 – R. Winiecki anticipated in a welding apprenticeship teleconference put together by Mark McManus (DWS) and Kyla Waters (ACC). Ms. Karen Breashears was invited, but did not attend.
  - 04/18/2017 – R. Winiecki met with James DuBose to go over preliminary details of his new position as Welding Apprenticeship Coordinator. He is drafting a duties/responsibilities list based upon discussions with Kyla Waters and Mark McManus to ensure that the expectations for the position are aligned with parameters of the grant.
- DOL/NEG/ASP – Dr. Bullock
- ADHE **FIT (Futures in Information Technology)** – Dr. Best
  - IT Advising day was held last Thursday. Over half of the enrolled IT students were advised for both Summer and Fall.
  - The remaining students will be advised over this week.
  - No word yet from the county high schools regarding the number of students enrolling for next Fall. But they are still in testing and gearing up for final exams and graduation.
  - One of the currently enrolled high schools students passed one of his certification exams for this semester.
- ADHE **RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline)** – Dr. Best –
  - Preparations continue for STEAM in June which include the participation of the “Be Pro Be Proud” vehicle.
- ADHE – **CCRP (College and Career Readiness Program)** – Dr. Bullock

### IV. Announcements

President – (see schedule of events)

VPFA – Student Forum, Thursday, 12:15-1:00 p.m. – Library Auditorium

VPAA

1. Administrative Specialist II ratings sheets have been completed by all search committee members. Target for interviews: Wednesday May 3rd that will include a second-level assessment test. This is a test that was designed by Marguerite Rodgers used by the Foundation and VPAA offices when considering replacement of their administrative assistants.

VPSS

AVPA

CIEAO – Planning Council to work on Strategic Plan on Thursday, 3-6 p.m.

<b>SouthArk Upcoming Events</b>			
<b>Date</b>	<b>Description</b>	<b>Location</b>	<b>Time</b>
Thursday, April 27, 2017	Student Forum	Library Auditorium	Noon
Thursday, April 27, 2017	19 <sup>th</sup> Writers' Ink Awards Ceremony	El Dorado Conference Center Murphy Hall	7:00 p.m.
Thursday, April 28, 2017	Employee Recognition Brunch	El Dorado Conference Center	9:00 a.m. – 12:00 p.m.
Monday, May 1, 2017	Betty Owen School of Practical Nursing	El Dorado Conference Center	6:30 p.m.
Thursday, May 4, 2017	SouthArk 25 <sup>th</sup> Anniversary BBQ	Heritage Plaza – West Campus	6:00 p.m.
Friday, May 12, 2017	Spring Commencement	El Dorado Conference Center	7:00 p.m.
Tuesday, May 16, 2017	GLAMS	West Campus	
Tuesday, May 16, 2017	Board of Trustees Meeting	Administration Building Board Room	3:45 p.m.
Wednesday, May 24, 2017	Foundation Board Meeting	El Dorado Conference Center	Noon