Cabinet Meeting – Monday, April 26, 2017
Administration Building Board Room – 3:30 P.M.
Minutes

Present          Absent
____   ____  President, Dr. Barbara Jones
____   ____  Vice President for Finance and Administration, Mr. Carey Tucker
____   ____  Vice President for Academic Affairs, Dr. Mickey Best – (attending ARNEC Meeting)
____   ____  Vice President for Student Services, Dr. Jim Bullock
____   ____  Associate Vice President for Administration, Dr. Tim Kirk
____   ____  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 8th.

VPSS

AVPA

CIEAO

II. Discussion

President

A. May 4th – SouthArk 25th 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 8th
   - 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.

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