

Cabinet Meeting – Thursday, May 11, 2017
Administration Building Board Room – 2:00 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
<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 – May 2, 2017

President

VPFA

A. Budget Transfers [Person enters and there will be one approval, VPFA, Carey Tucker. Dr. Jones will only approve budget transfers pertaining to salary/fringe and contingency.](#)

VPAA

A. Consideration of 1st **DRAFT** for Fall 2017 Convocation (HANDOUTS)

VPSS

AVPA

CIEAO

II. Discussion

President

- A. HLC – different modalities through assessment [discussing two methods to review and analyze data in weave.](#)
- B. Changes in SouthArk Lead – [Need expanded guidelines for project; add outside speakers; amend admission requirements; team building/”ropes” course](#)
- C. Student Housing – [honors housing](#)
- D. Adult Education - [progress report on addition of Bradley County ABE program](#)
- E. ACC Marketing – [additional supplement requested for state-wide awareness campaign](#)
- F. ACC Information – [legislative updates](#)
- G. Club Sports – [discussion on feasibility of adding club sports](#)
- H. Facilities Master Plan Renderings – [by Polk, Stanley, Wilcox architects](#)
- I. PBL – [national competition; funding sources](#)

VPFA

- A. HR update
 - [New Surgical Tech Clinical Coordinator accepted part-time/position should start in summer \(starts May 29\)](#)
- B. Construction update
 - [Chiller installation – Tech building power down on 5/19, Friday at noon for up to 8 hours for electrical work. Portable AC on server room](#)
 - [JCI – Environmental controls completed. Computer controls in Mr. Small’s office. Weekend mode “kicks in” at noon on Fridays.](#)

- McWilliams House – dry wall has been hung; faux doors being installed this week. Foundation for storage shed poured.
- Fountain repair - block to be polished next week.
- Notice to proceed on AMTC – building project starts May 15, 2017 – estimated finish March 15, 2018.

VPAA

- A. Corrected calendars through 2020. Consideration for final approval for Monday May 15 Cabinet meeting. Send electronically by Friday May 12.
- B. ADHE Program Viability report and follow up to conference call held by J. Bullock, M. Best, S. Tully-Dartez with ADHE representatives Lillian Williams and Jeanne Jones. New issue of placing a program on “Probation” (SouthArk policy) and the potential challenge of aligning with ADHE reporting policy.
- Notify ADHE of any “suspension” of programs for those not accepting students, be reworking curriculum.
 - Letter of appeal for continuing programs to address hiring demands of region and low enrollment.
- C. Deans and Directors inquiry: Why no posting of Cabinet or Academic Affairs Committee minutes on website beyond December 2016? [This will be correct ASAP.](#)
- D. Open Source student surveys (Lime Surveys). Not a conflict with Blackboard service. R. Norman already has the service set up for use in Summer 2017 for all courses. – [Dr. Tully-Dartez asked for Robert to contact her, as we already pay for this services through IE/IR.](#)
- E. Distance Education Committee request – ad hoc committee to further the research R. Norman has done for recommending to move to Jenzabar LMS in July 2018 – or another LMS (Moodle, Canvas, etc.) – [endorsed research on LMS](#)
- F. Confusion for “operational protocols” for Standing Committees -- handling of “terms of service” for members (from 1 to four years before rotation), “mapping” of rotation (to include 1st, 2nd, and 3rd choices of committee assignments to begin the rotation process in Fall 2017) and expectations for “required to call” approach for Fall and Spring Convocations
- Ensure that Chair, Vice-Chair, and Secretary (annual nomination from within committee) are in place
 - Review of Membership (ensure “balance” of representation for Faculty – from each division – and Staff on committees)
 - Review committee Functions and Purposes
 - [Dr. Bullock has been charged with “fine-tuning” this process.](#)

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- A. Strategic Planning – [review on progress](#)

III. Grant Updates/Progress Reports

DOL/Apprenticeship (**Arkansas American Apprenticeship Initiative (AAPI) (Welding)**) – Dr. Best

- Workload configuration for James DuBose to be submitted for consideration by administration
- Karen Breashears met with SouthArk CTE division and Dean Winiecki is awaiting her decision as to the status of SouthArk’s apprenticeship program status

DOL/NEG/ASP – Dr. Bullock

Weekly Summary 5/1-5/17

- Sent ‘Employer Satisfaction Survey’s out to Stephens Paper, El Dorado Paper Bag, & Anthony Laminating Plant
- Received 1 ‘Employer Satisfaction Survey’
- Submitted monthly reports to VW, JB; as well as evaluation information
- Posted CPT fliers at Probation/Parole, Court House, AR Rehab, & DHS
- Met Ms. C. Thompson of the Hunger Relief Alliance (collaborating with SNAP and E&T and food banks)
- Spoke w/ 1 NEG student about a full-time job offer with Great Lakes Solutions
- Met with 1 graduated student for update; still working (Millbank) and is also planning on a summer class today BS.

DOL/TAACCCT – Dr. Best

ADHE FIT (Futures in Information Technology) – Dr. Best

- No updates

ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline – Dr. Best –

- 05/03/2017 – Career Center personnel spoke to Junction City High School Sophomores about program offerings
- Preparations continue for STEAM – June 27-28
- The **Be Pro Be Proud** vehicle will be on the East Campus for STEAM on June 27

ADHE – CCRP (College and Career Readiness Program) – Dr. Bullock

Weekly Update May 1 – May 5

- 17 Individual Contacts
- 119 Group Contacts
- Kristi gave Accuplacer test at Smackover twice during the week
- All students accepted into ACT Prep this summer were successfully signed up for the ACT before the registration deadline

IV. Announcements

President

VPFA

VPAA

VPSS

- Delay of Upward Bound Awards Announcements

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SouthArk Upcoming Events			
Date	Description	Location	Time
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.
Thursday, May 18, 2017	ACAP Graduation	Library Auditorium	6:00 p.m.
Wednesday, May 24, 2017	Foundation Board Meeting	El Dorado Conference Center	Noon
Tuesday, August 1, 2017	OTA Pinning Ceremony	El Dorado Conference Center	4:30 p.m.

