

Cabinet Meeting – Monday, April 2, 2018
Administration Building Board Room – 3:30 p.m.
Minutes

Present	Absent	Cabinet Member Name
X		President, Dr. Barbara Jones
X		Vice President for Finance & Administration, Mr. Carey Tucker
	X	Interim VP for Academic Affairs/Provost, Dr. Jim Bullock
X		Dr. Derek Moore, VP for Student Affairs
X		Associate VP for Administration, Dr. Tim Kirk
X		Associate VP for Workforce & Career Education, Dr. Stephanie Tully-Dartez
X		Associate VP for Arts, Sciences, & Academic Support, Dr. James Yates

I. Action

Approval of Minutes – March 26, 2018 – [approved with minor edits](#)

President

VPFA

- A. New name for Bistro – [will work through Heath Waldrop to identify](#)
- B. Refund Period – [dual refund process – will look at other colleges and make a recommendation](#)

APM

- C. APM 1.10 – Change name of Administrative Technological Advisory Committee to Institutional Technology Advisory Committee. Add Director of Distance Learning to committee.
- D. APM 2.41 – Deleted a small portion concerning nominations that is covered in more detail in a sub-chapter.
- E. APM 2.41a – Changed wording in item 1. Guidelines for selection of Outstanding Faculty from Vice President for Learning to Vice President of Academic Affairs.
- F. APM 2.41b – Changed procedure on how nominations are made and to determine employee to receive the award.

IVPAA/P

From Planning Council Meeting (March 30, 2018)

- A. **Approved.** Proposal: Incomplete Grade Policy and Contract – [catalog and/or APM? Dr. Stephanie Tully-Dartez to check with Dr. Bullock](#)
- B. **Not Endorsed** (Y or **N**): To accept the deletion of the 1 hour SouthArk Success course and to change the catalog to state that Students taking two (2) or more Basic Studies courses will be required to take the 3 hour SouthArk Success course. – [Dr. Derek Moore to identify alternative to convey mandated information](#)
- C. **Endorsed** (**Y** or N): To accept the addition of new course to the Education Program. ECED 1043 ECE Ethics and Professionalism to the ECE Certification of Proficiency, ECE Technical Certificate, and AAS in Early Childhood Education.
- D. **Endorsed** (**Y** or N): To accept the development of and placement of the New course CIT Internship/Practicum
- E. **Endorsed** (**Y** or N): To accept the updates to name change, material usage and learner outcomes in four (4) CSCI Courses as listed:
 - a. CSCI 2613 Cisco II - Update in course learner outcomes, change in learning materials
 - b. CSCI 2433 Business Continuity - Update to Course name
 - c. CSCI 2043 Web Design I - Update to Course name
 - d. CSCI 2193 Web Design II - Update course, update in software usage for class

VP SA

- A. APM 1.10 – Change to double the faculty members on the Retention and the Recruitment committees
Approved

AVPA
AVPWCE

AVPASAS

II. Discussion

President

- A. ADHE Meetings – information sharing
- B. Chamber Annual Meeting – April 10th – attending: Carey Tucker, Jim Bullock, Tim Kirk
- C. Student Housing Update – costs – facility options – Dr. Moore and Carey Tucker to report in two weeks.
- D. Project Updates
 - 1. OER project – Dr. Claypoole piloting Abnormal Psychology course in fall. Susan Spicher for ECE-Lit and Lang. – SAS – Dr. Moore to check on it.
 - 2. Articulation Agreements
 - a. 2+2 articulations – UA – Little Rock
 - 3. Self-studies
 - a. Business – Dr. Langston and Jim Roomsburg working on this. First draft April 21st. Reviewers to be selected.
 - b. Phlebotomy – no update
 - 4. Academic Plan – reviewing and refining
 - 5. Guided Pathways – Kathy working on editing Academic maps
- E. Institutional Scholarships for Summer HS Students – Dr. Moore to check with coaches.

VPFA

- A. HR Update
- B. Construction Update – AMTC projected completion is now May 18th.
- C. Budget Update
- D. Emergency situation and employees

IVPAA/P

- A. Student Success Plan for ADHE – first draft to Dr. Bullock on Friday.
- B. Chamber Workforce Focus Group – Sherry Howard appointed to represent SouthArk.
- C. Fall schedule – minor changes being made; should be up this week.

VPSA

- A. Student Activities (Secondary Tech Center activity fees) – flat rate received from HS per student. So okay to include them in activities paid for by student activity fees.
- B. Drop/Add fee – not being charged now.
- C. New Student Orientation – looking at making it mandatory and offering multiple sessions and online.
- D. Behavior Review Team and student conduct – clarify who is on the BRT
- E. Book Refund Lottery – budget hearings
- F. Retention Scholarship – budget hearings
- G. Mini-semester meeting with SS & FA staff. Working with Jenzabar

AVPA

AVPWCE

- A. ACC Mobile App
 - Different computer “languages”
 - Concerns about cost, no well-defined scope – scope creep, not leveraging reports to ADHE – need data sharing method with ADHE

B. Respiratory Therapy – working on timeline with Dr. Bullock related to in-program students.

AVPASAS

III. Grant Updates/Progress Reports

A. Grant Development

1. Culinary Arts – know something by end of April; DRA; USDA
2. Wood products industry training – Sherry Howard to send specs to Robert Edmonds
3. NSF – no update
4. Verizon – fine tuning budget; interviewing instructors and project director
5. Other

DOL/Apprenticeship (Arkansas American Apprenticeship Initiative (AAPI) (Welding) – Dr. Tully-Dartez

- Sherri Whitehead will do reporting

ADHE FIT (Futures in Information Technology) – Dr. Yates/Dr. Bullock

Working on drafts

ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Tully-Dartez

Working on drafts

CCRPP (College and Career Readiness Pilot Program) – Dr. Moore

Submitted to ACE last Friday, March 30th

IV. Announcements

President

- EWTS tickets
- Upcoming events/SouthArk on Tour (see tables next page) **Please send any upcoming events/edits to Susan.**
- Chamber's Administrative Professionals Appreciation Luncheon – please RSVP and send payment to Susan if attending

VPFA

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SouthArk Upcoming Events – Spring 2018

Date	Description	Location	Time
Monday April 2 – Tuesday April 3	SouthArk Library Arts & Crafts Expo	Library	9 a.m.-4 p.m.
Thursday, April 5	PTK Induction Ceremony	Library Auditorium	7:00 p.m.
Thursday, April 12	Student Forum	Library Auditorium	12:15 p.m.
Thursday, April 12	Evening With the Stars	El Dorado Conference Center and The Griffin	6:30-8:30 p.m.
April 17-19	ACC Leadership Institute	ECC	
Thursday, April 19	Student Recognition Ceremony	El Dorado Conference Center	7:00 p.m.
Wednesday, April 25	NSLS Induction	Library Auditorium	6-8:00 p.m.
Thursday, April 26	Foundation Annual Donor/Scholar Luncheon	El Dorado Conference Center	Noon
Thursday, May 3	Between the Lines	Library Auditorium	6:00 p.m.
Wednesday, May 9	Employee Recognition Brunch	El Dorado Conference Center	9:00 a.m.- 12:00 p.m.
Thursday, May 10	GLAMS		
Friday, May 11	Spring Commencement	El Dorado Conference Center	7:00 p.m.
Tuesday, May 15	Board of Trustees Meeting	Administration Building Board Room	3:45 p.m.
Wednesday, May 23	Foundation Board Meeting	WHT 231	Noon
Thursday, May 24	Upward Bound Senior Recognition and Awards Ceremony	TBD	TBD
Revised 3/30/2018			

SouthArk Library Events for April 2018:

Arts & Crafts Expo	Mon. - Tues. April 2-3, 9 a.m.-3 p.m.	Library
El Dorado Veggie Club	Tues.-April 3, 5:30 p.m.	Library
South Arkansas Literary Festival	Fri. - April 13, 2-8 p.m. Sat. - April 14, 8:30 a.m.-6 p.m.	Conference Center
Arkansas Game & Fish Commission	Tues. – April 17, 6 p.m.	
Hitchcock Film Festival	Mon. - April 23, 6 p.m. Tues. - April 24, 6 p.m. Thurs. - April 26, 6 p.m. Fri. - April 27, 6 p.m.	Library Auditorium

SouthArk on Tour (remaining tours)			
Date	Day	Time	Location
April 4 th	Wednesday	6:30 PM	New Life Deliverance & Worship Center 8388 Junction City Hwy, El Dorado, AR 71730
April 11 th	Wednesday	6:00 PM	New Mt. Union Baptist Church 431 N. Pine St., Junction City, AR 71749
April 18 th	Wednesday	6:30 PM	Starlight Baptist Church 1406 Detroit Ave., El Dorado, AR 71730
April 25 th	Wednesday	6:30 PM	Morning Star Baptist Church 2506 N. College. El Dorado, AR 71730
May 2 nd	Wednesday	6:00 PM	Ebenezer Baptist Church/Batts Chapel 600 Ebenezer Rd., Strong, AR

Revised 3/30/2018