

Cabinet Meeting – May 2, 2019
Health Science Center Conference Room – 3:00 p.m.
Minutes

Present	Absent	Cabinet Member Name
X		President, Dr. Barbara Jones
X		Vice President for Finance & Administration (VPFA), Mr. Carey Tucker
X		VP for Academic Affairs (VPAA/), Dr. Michael Murders
	X	VP for Student Affairs (VPSA), Dr. Derek Moore
X		Associate VP for Administration (AVPA), Dr. Tim Kirk
X		Associate VP for Planning & Career Education (AVPPCE), Dr. Stephanie Tully-Dartez
X		Associate VP for Arts, Sciences, & Academic Support (AVPASAS), Dr. James Yates
X		Associate VP for Workforce & Advancement (AVPWA), Sherry Howard

I. Action

- A. Approval of Minutes – April 25, 2019 – **approved**

President

VPAA

- A. APM 3.17 Change – Academic Assessment Manual – approved edits to manual; course code updates and other editorial changes. No substantive changes to any processes.
- B. Concurrent Changes – previously tabled – expectation is it will be ready by Spring 2020, but not positive. It will only cover “endorsed” courses. Decided to leave at \$50/ch, but may change when rules come out from ADHE.

VPSA

VPFA

- A. APM 2.49, Personal Identifying Information – **approved**
- B. APM 5.04a, Travel Reimbursement – match federal grants – detailed food receipts and adding the rental vehicle as option. Require travel voucher within 30 days of travel. –**Approved**.

AVPASAS

AVPA

AVPPCE

AVPWA

- A. Lead Class Mini-Grant Application – hold until project proposal presented.

II. Discussion

President

- A. Cabinet Retreat – July - TBD
- B. Planning Council Retreat – June 25, Tuesday
- C. Productivity Funding – changes going to AHECB in May
- D. Direct Reports – AIP – reports due May 10th
- E. Summer Vacations – dates to Susan
- F. May 21st Board Meeting – complete and submit reports
- G. Campus Conversations – Friday, May 3
- West Campus 8:30A, Library Auditorium
 - East Campus 10:45A, WFD room 121

VPAA

- A. Planning Council Items to Endorse – approved items for endorsement
- B. Fall Schedule – in place – students being registered for fall
- C. Graduation – on track
- D. Prometric CNA Test Site – okay as long as it does not cost or does not interfere with academic classes

VPSA

- A. Student Handbook Update – first week of May

VPFA

- A. HR Updates
- B. Facilities/Construction:
 - 1905 Thomas Administration Building – signed change order for stairs; selected paint; discussed built-ins
 - McWilliams House Restoration – priming ceilings; beginning to paint this week
 - Heritage Plaza – Roman Fountains person to call
 - Computer Tech Building – waiting for building specifications to come back from architects
 - Business Office – a leak in an office; moving employee to kitchen until repaired
 - Library – May 8th for window installation
- C. Employee Recognition Ceremony – Thursday, May 9th

AVPASA

AVPA

AVPPCE

AVPWA

- A. Pay It Forward – OTA faculty proposed a Pay It Forward fund to assist OTA students with payment of external exam. Cabinet would recommend it to be open to all SouthArk students required to take external exams.
- B. Blue and You Grant – due in July; look at First Responder request
- C. Walmart Grant – IT working on request for updating cameras in Conference Center
- D. ACC Conference Board – replacement to be determined

III. Grant Updates/Progress Reports

- A. Grant Development
 - 1. NSF – Dr. Tully-Dartez
 - 2. EMA – Dr. Yates
 - 3. Harwood Grant (OSHA) – Sherry Howard
- B. **DOL/Apprenticeship (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Tully-Dartez
- C. **ADHE FIT (Futures in Information Technology)** – Dr. Yates – hiring instructor for fall – posted
- D. **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline** – Dr. Tully-Dartez
- E. **DOJ (Department of Justice) Consortium**– Dr. Moore – Project Coordinator hired.
- F. **Verizon** - Dr. Yates
- G. **Delta Regional Authority (DRA)** – Dr. Tully-Dartez – Equipment specs being sent to architect today.
- H. **Career Coach grant** – waiting to hear about award
- I. **ANCRC Grants** – McWilliams and Gym – submitted; present May 8th
- J. **Automotive/AR Motor Vehicle grant** – awarded

IV. Announcements

- Between the Lines – May 2, 6P, Library Auditorium
- PN (Days) Pinning Ceremony – 6:30P, ECC Murphy Hall
- Basketball tryouts, April 28, 1:00P (women) and 3:00p (men), EHS Gym

SouthArk Upcoming Events			
Date	Description	Location	Time
May 2, 2019	Between the Lines	Library Auditorium	6:00 p.m.
May 3, 2019	Campus Conversations - West Campus	Library Auditorium	8:30 a.m.
	Campus Conversations – East Campus	WFD room 121	10:45 a.m.
May 6, 2019	PN (Days) Pinning Ceremony	ECC, Murphy Hall	6:30 p.m.
May 8, 2019	GLAMS	West Campus	
May 9, 2019	Employee Recognition Program	ECC	10:30 a.m.
May 9, 2019	ACAP Graduation	Library Auditorium	6:00 p.m.
May 10, 2019	Commencement	ECC	7:00 p.m.
May 18, 2019	Arts for the Arboretum (silent auction)	Arboretum	3-5 p.m.
May 21, 2019	Board of Trustees Meeting	East Campus, WFD	3:45 p.m.
May 22, 2019	Foundation Board Meeting	WHT Room 231	Noon