

**Cabinet Meeting – June 6, 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

**I. Action**

A. Approval of Minutes – May 23, 2019 [approved](#)

President

VPAA

A. Concurrent MOUs [with Health Sciences in area. To be signed.](#)

VPSA

VPFA/ AVPA

A. Confirm Jenzabar 1 ([web based](#)) presentations on July 17 ([information sessions](#))  
 9:00 – 9:45 Cabinet, 10:00 – 10:45 Student Services, 11:00 – 11:45 Human Resources, 1:00 - 1:45  
 Business office ; Upgrade / platform unification for EX ; Web interface ; August 1<sup>st</sup> – up for “play”

AVPASA

AVPPCE

AVPWA

**II. Discussion**

President

- A. Entergy workforce training opportunity
- B. Perry Smith – Minute Man Expansion
- C. GP Layoffs
- D. Murphy USA

VPAA

- A. Catalog – [Plan to have out to Deans & Cabinet by June 11th. June 18th for VPAA for feedback.](#)
- B. HLC Site Visit for multi-sites – [Fall, 2019 – MEMS & East Campus](#)
- C. Academic Affairs Retreat (24 July)
- D. CNA Prometric Test Site , [1<sup>st</sup> class of 6 CNA High School students to test.](#)

VPSA

- A. Enrollment update: ([comparison to last year](#)) Long Summer: 108% (491), SSCH 2949 (108%); Summer I: 93% (231), SSCH 835 (91%); Summer II: 106% (227), SSCH 911 (107%)
- B. Gainful Employment requirement – [Feds asking to provide Gainful Employment information for programs to students at beginning of enrollment and validate they have received this information. Email or hand delivered. Email set up upon application.](#)

- C. ASLA update – April – 12 “cures”, 437 calls ; Feb, March, April, - 64 cures to date
- D. Convocation speaker (Laurie Fladd – Achieving the Dream) – confirmed and breakout sessions – August 13<sup>th</sup>
- E. Athletics – Booster Club Bylaws in development; Athletics Handbook in development; proposed uniforms
- F. Student Services planning retreat:
  - Theme: Reevaluating the Pipeline
  - Date: July 24

#### VPFA

##### A. HR Updates

- Chemistry – Masters + 18 hours
- Industrial Tech faculty - \$45,000 – AAS, BS preferred
- E&I Mechanical Adjunct/Extra Help – no degree required
- Safety Position Trainer – (\$30-35K), no degree required, (OSHA trainer)

##### B. Facilities/Grounds:

- Thomas 1905 Administration Building – HVAC & humidity under control now; substantial completion est. mid - August
- McWilliams House Restoration – substantial completion June 14<sup>th</sup>
- AMTC – quote for irrigation, quote for sod and landscaping
- Library – AC unit to be repaired (1 of 8)
- Computer Tech – Bid out for roof. Bid opening 6/18.; IT program director work on new lab plan.
- 1940 Gymnasium – Bid going out in August.
- Heritage Plaza – parts on order
- Culinary Arts – M&R to pick up cosmetology equipment; July 9<sup>th</sup> Bid opening for renovation; Range size a concern
- HSC – motor on chiller repaired

C. JAM Synopsis – Jenzabar offering cyber security as a service; J1 implementation information

D. IT Replacement for Adobe Acrobat – evaluate options in full

E. Review of Summer Registration?

F. Out-of-State Waivers – to be proposed as an APM change. Dr. Moore to investigate.

#### AVPA

#### AVPASA

#### AVPPCE

A. Planning Council Retreat and Roles (June 25)

B. Mirrors available from cosmetology renovations

C. Moving Planning Council Retreat to Monday, 6/24.

#### AVPWA

### III. Grant Updates/Progress Reports

A. Grant Development

1. Harwood Grant (OSHA)

B. **ADHE FIT (Futures in Information Technology)** – Dr. Yates – Report due June 15<sup>th</sup>.

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

D. **DOJ (Department of Justice) Consortium**– Dr. Moore – received feedback from 1<sup>st</sup> draft of strategic plan; upcoming training in Pittsburg, PA

E. **Verizon** - Dr. Yates – July 15<sup>th</sup> to Aug 1<sup>st</sup>; Mobile Lab here July 16<sup>th</sup>.

- F. **Delta Regional Authority (DRA)** – Dr. Tully-Dartez – Purchasing culinary equipment; July 2 mandatory walk through; July 9 bid opening
- G. **Career Coach grant**
- H. **Mentor-Links Grant** – Dr. Murders – NSF – Proposing CIT to use it for PD and mentoring to restructure CIT tracks. Due 6/7.
- I. **NSF – Hands on Technician Training**
- J. **Blue & You** – Due June 30<sup>th</sup>
- K. **Title III** – work on going

**IV. Announcements**

- High School CNA Students
- Use 334 W. Hillsboro Street as the college address for deliveries
- IT will be upgrading the VPN gateway this week, users may experience some downtime
- IT will be upgrading EX & PowerFAIDS on June 14<sup>th</sup> – all users need to be out of the system by 12:15 – the system should be back online by 3:00
- Jenzabar consultant will be on campus June 25-27 to work with the Business Office and Workforce/Community Education staff to finalize and implement billing procedures

**Please review. Send any edits/additions to Susan Jordan.**

<b>SouthArk Upcoming Events</b>			
<b>Date</b>	<b>Description</b>	<b>Location</b>	<b>Time</b>
Tuesday, June 11	Cabinet Retreat	Dr. Jones'	<b>8:30A – 12P</b>
Wednesday, July 24	Academic Affairs Retreat		
Tuesday, June 25	Planning Council Retreat	AMTC (potluck)	<b>9A – 4:30P</b>