Cabinet Meeting – June 6, 2019
Health Science Center Conference Room – 3:00 p.m.
Minutes

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
<th>Cabinet Member Name</th>
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<tr>
<td>X</td>
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<td>President, Dr. Barbara Jones</td>
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<td>X</td>
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<td>Vice President for Finance &amp; Administration (VPFA), Mr. Carey Tucker</td>
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<td>X</td>
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<td>VP for Academic Affairs (VPAA/), Dr. Michael Murders</td>
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<td>X</td>
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<td>VP for Student Affairs (VPSA), Dr. Derek Moore</td>
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<td>Associate VP for Administration (AVPA), Dr. Tim Kirk</td>
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<td>X</td>
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<td>Associate VP for Planning &amp; Career Education (AVPPCE), Dr. Stephanie Tully-Dartez</td>
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<td>Associate VP for Arts, Sciences, &amp; Academic Support (AVPASAS), Dr. James Yates</td>
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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 – 1045 Student Services, 11:00 – 11:45 Human Resources, 1:00 - 1:45
      Business office ; Upgrade / platform unification for EX ; Web interface ; August 1st – up for “play”

   AVPAS

   AVPPC

   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, 1st 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 13th
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 14th
   • 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 9th 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

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 15th.
C. ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Tully-Darteze
D. DOJ (Department of Justice) Consortium– Dr. Moore – received feedback from 1st draft of strategic plan; upcoming training in Pittsburg, PA
E. Verizon - Dr. Yates – July 15th to Aug 1st; Mobile Lab here July 16th.
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 30th

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 14th – 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

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

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<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>Tuesday, June 11</td>
<td>Cabinet Retreat</td>
<td>Dr. Jones’</td>
<td>8:30A – 12P</td>
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<tr>
<td>Wednesday, July 24</td>
<td>Academic Affairs Retreat</td>
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<tr>
<td>Tuesday, June 25</td>
<td>Planning Council Retreat</td>
<td>AMTC (potluck)</td>
<td>9A – 4:30P</td>
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