

Cabinet Meeting – June 27, 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 – June 6, 2019 **approved**

President

VPAA

VPSA

VPFA/ AVPA

AVPPCE

II. Discussion

President

- A. Space Utilization
- B. Board Retreat Presentation
- C. Presidential Search Process
- D. GP Career Fair – July 23 & 24 – plan to send SouthArk CTE program directors and recruiter, if possible.
- E. Learn and Earn Program
- F. AHelp
- G. ACC Leadership Institute participant - suggestions

VPAA

- A. Catalog updates to publish 1 July
- B. ADHE Report Requirements
 - a. High School Concurrent MOUs were submitted this week
 - b. High School Concurrent End of Year Report submitted on time
 - c. Annual Review of Faculty Performance Report submitted on time
 - d. SARA Agreement submitted on time (\$2000)
 - e. Minority Recruitment & Retention Report (working – due July 26th)
- C. Program Reviews
 - a. Criminal Justice – requested extension to 1 Oct
 - b. Business – resubmitted documentation to ADHE
- D. ASU Advisor/Recruiter Memo Agreement – to be housed in a TEC office.

VPSA

- A. Enrollment update
 - a. Summer I & Summer Long: 113% of budget
 - b. Summer II: 98% of budget, 241 headcount

- B. Gainful Employment requirement
 - a. Disclosures – on website
 - b. Form to be incorporated into New Student Orientation and with advising
- C. Student Clearinghouse – working with Dr. Kirk to establish Transcript for requests & loan info – self-service portal
- D. ASLA update – 2017 – down to 14.6% default rate, 21 cures for May
- E. Athletics – Website almost prepared; schedule almost complete; 14/15 Men & 9/12 Women enrolled; announcements to go out soon

VPFA

- A. HR Updates
- B. Facilities/Grounds:
 - Thomas 1905 Administration Building – liner to go in copper gutter – insurance approved; college will pay for soffit repair.
 - McWilliams House Restoration – contractor to finish on Friday, except minor items.
 - Heritage Plaza – parts shipped today
 - AMTC – irrigation to be installed soon. 811 to mark utilities
 - Computer Tech – accepted bid for El Dorado Roofing. Start July 8th.
 - Culinary Arts – July 10th- Mandatory walk-through of potential contractors; July 16th bid opening

AVPA

AVPPCE

- A. Planning Council Retreat update – action plan/ feedback from Employee Survey (major areas of focus: training, processes, communication)
- B. MAD Advisory Committee – shared updates on culinary program & shared use kitchen
- C. Workforce Update –
 - limited Community Ed offerings this spring, CSTOP good participation
 - need to develop Community / Corporate Ed courses schedule for Fall & for Jenzabar
 - moving toward transcribing
 - billing to be added later
 - Workforce Social Media to go through college FB page

III. Grant Updates/Progress Reports

- A. Grant Development
 - 1. Harwood Grant (OSHA) – to submit on Friday – focus on PPE
- B. **DOL/Apprenticeship (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Tully-Dartez
- C. **ADHE FIT (Futures in Information Technology)** – Dr. Yates
- D. **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline** – Dr. Tully-Dartez
- E. **DOJ (Department of Justice) Consortium**– Dr. Moore – working on 2nd draft of strategic plan
- F. **Verizon** - Dr. Yates
- G. **Delta Regional Authority (DRA)** – Dr. Tully-Dartez – Purchased some culinary equipment; July 2 mandatory walk through; July 9 bid opening
- H. **Career Coach grant** – Dr. Moore - additional student focus areas (disabled & single parent); obtaining MOU signatures from partner schools
- I. **Mentor-Links Grant** – Dr. Murders

- J. **Career Pathways** – Dr. Moore - awarded \$230,084 for FY20 (\$38k above last year’s award)
- K. **Upward Bound** – Dr. Moore - student summer trip to New Orleans (July 1-3)

IV. Announcements

- Signed and submitted agreement with Prometric for SouthArk to be CNA Test Site
- Academic Affairs Retreat (24 July)

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

SouthArk Upcoming Events			
Date	Description	Location	Time
Wednesday, July 24	Academic Affairs Retreat		