Cabinet Meeting Minutes
October 10, 2019
ADMN – Conference Room - 3:00 p.m.

Minutes

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
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<td></td>
<td>President, Dr. Barbara Jones</td>
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<td>VP for Academic Affairs (VPAA), Dr. Michael Murders</td>
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<td>VP for Student Services (VPSS), Dr. Derek Moore</td>
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<td>Vice President for Finance &amp; Administration (VPFA), Mr. Carey Tucker</td>
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<td>Associate VP for Administration (AVPA), Dr. Tim Kirk</td>
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<td>Associate VP for Institutional Planning &amp; Academic Support (AVPIP/AS), Dr. Stephanie Tully-Dartez</td>
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I. Action
A. Approval of Minutes – September 26, 2019 – Approved.

President
A. APM 1.04 Grants and Grants Management: Approved with minor edits. Signature page to be sent by email.

VPAA
A. Curriculum Proposal – split 4-hr Kinesiology course into a 3-hr lecture/1-hr lab. Approved.
B. Assessment Committee – Requesting an exception to have Assessment Coach accept role of a Chair this year. Approved.

VPSS

VPFA

AVPA
A. Jenzabar Intern – proposal to Jenzabar for intern funding. Approved.
   • Projects to be done by intern: textbook adoptions and form, non-credit/workforce course registration billing, and transcripting.

AVPIP/AS

II. Discussion
President
A. Learn and Earn program progress
B. Legislative Audit reviewed and explained
C. Productivity Funding report draft recommendation from ADHE is 1.1% decrease
   • Suggestions from Cabinet on ways to increase transfer by further developing the University Center using adjuncts.

VPAA
A. Criminal Justice Program Review Update
B. HLC Assurance Meeting, Friday, October 11th @ 9:00 a.m. Board Room
C. ACC Conference – VPSS and AVPS will be on campus
D. Concurrent Challenge Update – Rules developed by ADHE
   To be presented for approval by AHECB at October meeting
   The rules and procedures have not been shared with CAO/CSOS yet
E. CNA program testing updates

VPSS
A. First time enrollment report – to be reviewed by recruiter and recruitment committee
B. Student insurance – options for students
C. DACA procedures – gathering examples of procedures from other institutions for in state scholarship
D. ADHE lottery scholarship check presentation – suggested Photo OP in Whitfield Atrium
E. Athletics – Score table crew being developed
F. Recruitment plans from programs – AR Challenge Scholarship for students

VPFA
A. McGee Building
   • Culinary renovation progressing
B. Building Construction updates
   1. AMTC electrical repairs
      Reviewing some issues with the electrical work completed by original subcontractor
   2. GYM
   3. Heritage Plaza Fountain – fountain leak so using a waterproofing company
      Waiting for waterproofing seal at stairs
   4. McWilliams House
      Painter scheduled 10/15/19
   5. Welding Building
   6. Administration Building inspection of mechanical and finishes for architects
      • El Ark for TVs and Alertus installation 10/11/19
      • QA engineer inspection 10/5/19
      • White Boards assigned and to be installed
      • Soffits, sidewalks, and concrete for west side of building to begin in the next few weeks
   7. ACAP - roof and 2 houses – reroofing to begin.
      • El Dorado Roofing scheduling work – no date at this time
   8. Computer Technology Building
      • Waiting for QA inspection for warranty – all work completed

AVPA
A. HR has suggested an “Office Trick or Treat” event on Halloween. Basically, from 3:30 – 4:30 p.m.
   open our offices for our family to bring our kiddos trick or treating. Each office that wants to
   participate would provide the candy and dress up if they wish. – Approved for employees and their
   families (in house) only.
B. Blackboard password changes
AVPIP/AS
A. ACAP plans for next year: possible pilot with CP programs – looking into new program criteria and adding options with CP programs
B. Workforce – Schedules, SAWTEC

III. Grant Updates/Progress Reports
A. Grant Development
   1. Preliminary discussions on data needs for Title III
B. ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline) – Dr. Murders
C. DOJ (Department of Justice) Consortium – Dr. Moore
D. Verizon - Dr. Murders
E. Delta Regional Authority (DRA) – Culinary – Dr. Tully-Dartez
F. Career Coach grant – Dr. Moore
G. Mentor-Links Grant – Dr. Murders
H. Career Pathways – Dr. Moore
I. Upward Bound – Dr. Moore
J. NSF Grant – Dr. Murders

IV. Announcements
   • At the Arkansas Library Association (ArLA) Conference in Hot Springs September 27-29, 2019, Philip Shackelford garnered the Emerging Leader Award
   • College Fair (October 16, 2019 – 8:30 a.m. – 11:30 a.m.) ECC
Please see the following table and send additions/edits to Kathy.

Please review the following, edit, add any additional upcoming events and send/return to Kathy.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Location</th>
<th>Time</th>
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<tbody>
<tr>
<td>October 22</td>
<td>Heath Science Open House</td>
<td>Health Science Building</td>
<td>4:00 – 6:00 p.m.</td>
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<td>October 31</td>
<td>Fall Fest</td>
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<td>November 6</td>
<td>NSLS Speaker</td>
<td>Library Auditorium</td>
<td>6:00-9:00 p.m.</td>
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<td>November 7</td>
<td>Campus Conversations</td>
<td>Workforce (East Campus)</td>
<td>10:45 a.m.</td>
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<td>November 8</td>
<td>Campus Conversations</td>
<td>Library Auditorium</td>
<td>8:30 a.m.</td>
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<td>November 21</td>
<td>PTK Induction Ceremony</td>
<td>Library Auditorium</td>
<td>6:00 p.m.</td>
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<td>November 14</td>
<td>Fall Student Recognition Ceremony</td>
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<td>6:00 p.m.</td>
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<td>November 19</td>
<td>Board of Trustees Meeting</td>
<td>East Campus, Center for Workforce</td>
<td>3:45 p.m.</td>
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<td>November 25</td>
<td>National Society of Leadership and Success</td>
<td>Library Auditorium</td>
<td>6:00 -7:00 p.m.</td>
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<td>December 4</td>
<td>Foundation Board Meeting</td>
<td>ECC</td>
<td>Noon</td>
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<td>December 9</td>
<td>PN &amp; RN Pinning Ceremony</td>
<td>ECC</td>
<td>6:30 p.m.</td>
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<td>December 12</td>
<td>El Dorado Christmas Parade</td>
<td>North West Avenue</td>
<td>7:00 p.m.</td>
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<tr>
<td>December 12</td>
<td>Commencement</td>
<td>El Dorado Conference Center</td>
<td>6:00 p.m.</td>
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