

Cabinet Meeting – Thursday, September 6, 2018
Health Science Center Conference Room – 2:00 p.m.
Minutes

Present	Absent	Cabinet Member Name
X		President, Dr. Barbara Jones
X		Vice President for Finance & Administration (VPFA), Mr. Carey Tucker
X		Interim VP for Academic Affairs/Provost (IVPAA/P), Dr. Jim Bullock
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

- Approval of Minutes – August 27, 2018 – [approved](#)

President

IVPAA/P

A. Approve attendee list for ACC

1. [Dr. Barbara Jones](#)
2. [Dr. Derek Moore \(also attending pre-conference on campus safety\)](#)
3. [Dean Inman](#)
4. [Tim Johnson](#)
5. [Vanessa Williams](#)
6. [Alejandra Munoz](#)
7. [Sherry Howard](#)
8. [Amy Sturdivant](#)
9. [Will Rankin](#)
10. [Carey Tucker](#)
11. [Dr. Jim Yates](#)
12. [Dr. Sterling Claypoole](#)
13. [Mary Kate Sumner](#)
14. [Cynthia Reyna](#)
15. [Gary Hall](#)
16. [Christy Wilson](#)
17. [Ray Winiecki](#)
18. [Caroline Hammond](#)
19. [Susan Heyde](#)
20. [Jonathan Harbour \(outstanding student award will spend one night\)](#)

[Dr. Tim Kirk will drive up only for Sunday pre-conference on campus safety](#)

[Dr. Stephanie Tully-Dartez will drive up for only one day](#)

VPSA

VPFA

AVPWA

II. Discussion

President

A. Voluntary Framework of Accountability (VFA)

- B. ACC – preconference workshop – Emergency Response – additional registration at \$150 – Dr. Kirk, Dr. Moore attending
- C. Data discussions schedule Dr. Tully-Dartez to send out schedule
- D. Department names to ADHE – to notify Board of Trustees – send list of new codes to ADHE
 - 0400 Arts and Sciences
 - 2610 Continuing Education
 - 3465 Enrollment Management and Student Success
 - 2690 Health Sciences
 - 2410 Career Technical Education
 - 0160 Workforce Development
- E. IPEDS Cohort – additions and deletions to the previous peer comparison cohort
- F. Holiday Lights on Campus (El Dorado Downtown Lighting Ceremony November 15) – notify Maintenance
- G. September Board Meeting – moved to Monday, September 17th at 3P – send out calendar invite
- H. No Cabinet meeting on Monday, September 10
- I. HS on west campus plan
- J. Lecture Series update – VIP reception at 5:30 p.m. on October 11th
- K. HLC Assurance Argument Committee – Dr. Yates and Dr. Tully-Dartez to co-chair

IVPAA/P

- A. Articulation Agreements
 - 1. 2+2 articulations & MOU signings – October 24th Dr. Kelly Delahousse – date may be changed due to scheduling conflicts – November 14th
 - 2. e-Versity visit on September 20 at 1:00 p.m. at UA System – Dr. Jones to attend. Dr. Bullock, Dr. Yates and Dr. Tully-Dartez to call in.
- B. Program Reviews and Accreditations
 - 1. Phlebotomy – extension to October 1st; advisory committee met; good input
 - 2. Business – faculty response is being revised
 - 3. Criminal Justice Program Review
 - Timeline:
 - drafts – October 15th (1-5); October 29th (6-8); November 13th (9 & 10); November 27th (summary)
 - recruitment plan in development
- C. Viability Updates/Concerns
 - Industrial Tech –AAS
 - Welding – TC
 - Emergency Medical Sciences – AAS Paramedic
 - Performance and Media Arts - APMA

VPSA

- 1. Enrollment – 1482 (98% of 2017); 13,920 SSCH (100% of 2017); calling students who had not reported to class
- 2. DOJ grant award – \$550,000 – 3 years; consortium with SAUM and SAUT
- 3. Upward Bound student recognition – National Honors Academy – Breanna Kilgore
- 4. Community Service projects
 - food pantry and career closet – volunteer schedule to be distributed
 - other community service opportunities being investigated
- 5. Student mentor program – 25 mentors signed up
- 6. Student conduct
 - Updated policies/procedures – going to committees – found gaps in current procedures
 - Trainings
- 7. Marketing (promotional videos across campus)
 - Library, Learning Center

- Help with marketing of low enrollment programs
- Articles for ENT
- Website: update campus maps; moving “Giving” button to more visible location

VPFA

- A. HR Update
- B. Facilities/Grounds
 1. Construction Update
 - a. Administration Building TKA here on Tuesday; engineer on next Wednesday; meet with TKA again week of September 17th
 - b. McWilliams House
 1. estate sale September 13-15
 2. bids end of September
 3. Mr. Calahan to live in cottage during renovation
 - c. Gym
 1. CADM putting together plan to renovate gym
 2. ANCRC grant proposal to be developed in January-February
 - d. Heritage Plaza fountain leaks repaired; fountain is working; Roman Fountains consultant to visit
 - e. Other
 - Whitfield Elevator – phone inoperable; to be repaired
- C. Property Purchase
 - a. 437 Block – finalizing sale
- D. Boomtown Bistro Update – sales increased; late afternoon Tuesday/Thursday busier than Monday/Wednesday PM
- E. Fall Revenue Projections – 105% of budget projections
- F. Annual Reports
 - a. Series 16, Series 21 and Legislative Request completed and submitted
- G. Cabinet COLA proposal – for those not receiving raise

AVPWA

- Entergy – SAWTEC member again
- Training for El Dorado Paper Bag
- EXPO – 23 cooks

III. Grant Updates/Progress Reports

- A. Grant Development
 1. NSF – refining proposal and budget – due October 15th
 2. Other
- B. DOL/**Apprenticeship (Arkansas American Apprenticeship Initiative (AAPI) (Welding)** – Dr. Tully-Dartez
- C. ADHE **FIT (Futures in Information Technology)** – Dr. Yates/Dr. Bullock
- D. ADHE **RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline** – Dr. Tully-Dartez
- E. EMA Grant Options
 - Decided to pursue NEH grant – due in February
 - Project grant topics:
 - Centennial of oil discovery
 - Curricular or interdisciplinary program

IV. Announcements