

**Cabinet Meeting – Monday, September 24, 2018
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		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

A. Approval of Minutes – September 18, 2018 – **approved**

President

A. Title III Endowment – **approved**. Need APM to be developed. Dr. Bullock and Dr. Jones to prepare.

IVPAA/P

A. Proposed Advanced EMT Program – curriculum committee proposal – Advanced EMT 15 ch CP – **approved by Cabinet**

VPSA

VPFA

A. APM 2.23C – Catastrophic Leave updates – **approved pending Planning Council response**

AVPWA

A. External Funding Pre-Approval form – American Welding Society – grant for 26 welding booths for <\$20,000 plus in-kind donations - **approved**

II. Discussion

President

A. ACC

B. HLC Assurance Argument Review – submitted proposed dates of: December 7, 2020; March 15, 2021; June 28, 2021; July 26, 2021

C. Productivity Funding Infographic

D. AIPs

E. Campus Conversations

- October 4 – East Campus room 121 – 10:45 a.m.
- October 5 – West Campus – Library Auditorium – 8:30 a.m.

F. Go Pink Day – October 5 – wear pink on this Friday

G. Voluntary Framework of Accountability – Data Discussion tomorrow at 1P – **Critical Loss Points**

H. Internal Customer Service Survey – Action Plan due to Cabinet October 31st

I. SouthArk Lead Class IV

1. Applications – received 5; **approved** Rebekah Wagner, Will Rankin, Bre Hicks, Jennifer Baine, Brandi Cotterman, and expecting one from Sterling Claypoole
2. Curriculum and Schedule
 - Susan has reserved the TEC conference room for all meetings except, October 10 and December 12; these will be held in WHT 231.

IVPAA/P

A. Articulation Agreements

1. 2+2 articulations & MOU signings
 - ATU
 - HSU – Dr. Atkinson no reply
 - ULM – Dr. Pani and Dr. Bruno to be determined
 - LaTech – Dr. McConathy – date in October
 - ASU – November 14th at 1:30-2:30 p.m. – Dr. Delahousse, President and Dr. Thella Sivakumaren, Exec. Dir. Of Global Engagement and Outreach
 - SAUM – to be rescheduled
 - UALR – still working on final agreements
2. e-Versity

B. Program Reviews and Accreditations

1. Phlebotomy – due October 1st; drafts being reviewed
2. Business – latest revisions in review
3. Criminal Justice – program mission and goals under review

C. Viability Updates – recruitment strategies – meet with program directors

D. Commencement Speaker – Scott Street, MCSA CEO, confirmed

VPSA

1. CPI – monitoring visit – new person at ADHE making campus visits
2. Financial Aid - FISAP submission – due October 1st; Gainful Employment report also due.
3. Fall registration debriefing (best time?) feedback from SS staff, but need feedback from other groups
4. NCMPR Paragon Awards entry (focus – crisis communication related to Admin. Building fire)
5. Website changes (form) – work order system so can track better
6. FYE taskforce – met last week
7. Higher Ed articles – send out list and due dates
8. Marketing Influencers
9. Committees related to student behavior:
 - Student Conduct – step process to VPSS, but appeals referred to Student Services Committee
 - BRT Appointed Committee
 - Title IX Appointed Committee

VPFA

A. HR Update

B. Facilities/Grounds

1. Construction Update

- a. Administration Building – meeting with architects and insurance reps on Tuesday
- b. McWilliams House – no update; bid specs due end of September
- c. Heritage Plaza – Fountain repairs
- d. Other – 6AM -8AM fire alarm checks, Wednesday on West Campus; Thursday on East Campus

C. Property Purchases

AVPWA

- A. Adult Education – July 1st TABE test went computerized and is harder, takes longer, lowered cut score for GED and WAGE Students
- B. Outdoor Expo update – \$57,950; \$20,400 in-kind \$42,667 profit
- C. Industry visits and updates – El Dorado Paperbag facilities manager and human resource manager visited.
- D. Noncredit training updates
 1. Loading/Offloading – Will Rankin meeting with instructor and industry reps

III. Grant Updates/Progress Reports

- A. Grant Development
 - 1. NSF – Dr. Tully-Dartez – due October 15
 - 2. EMA – Dr. Yates – now AR Humanities grant due in January
 - 3. Harwood Grant (OSHA) – Sherry Howard – waiting to find out
- B. DOL/Apprenticeship (Arkansas American Apprenticeship Initiative (AAPI) (Welding) – Dr. Tully-Dartez – 5 potential apprentices being interviewed
- C. ADHE FIT (Futures in Information Technology) – Dr. Yates/Dr. Bullock
- D. ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline – Dr. Tully-Dartez – parent information meeting in October
- E. DOJ Consortium (Department of Justice) – Dr. Moore – draft of Project Manager job description being developed
- F. Verizon – 25 girls attended – 1st Saturday session

IV. Announcements