

Cabinet Meeting – Monday, October 8, 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 24, 2018 – **approved**

President

A.

IVPAA/P

- A. APM Change: APM 3.17—Proposal from the Assessment Committee via Academic Affairs Council and Planning Council to accept the redline changes to the Academic Assessment Manual that were approved by the committee in May, 2018. – **Revisions include course prefix updates and addition of disaggregation procedure for assessment reports regardless of location and modality. Approved.**

VPSA

- A. Approve the addition of new course to the Student Service programs. **SASC 0300 New Student Orientation (online module) – Deferred. Syllabus to be sent out to cabinet for review.**
- B. Approve **exception for Vice-Chair on Retention Committee**: The retention committee would like to make a formal request to the Student Services Council to ask for an exception to allow Pam Teague to serve as Vice Chair. She is new to the committee; therefore, does not meet the requirement of: “A committee member must serve one year on the committee in order to be eligible for the vice-chair position.” Two other committee members who are qualified for the role of vice-chair have declined to serve the position. - **Approved**
- C. Approve **SouthArk Student Clubs and Organizations Policies and Procedures manual**: This is an all-inclusive list of policies and procedures governing clubs and organizations. It will be housed on the student activity website and will contain links to all of the documents. – **Deferred to next week to when Dr. Moore is present.**

VPFA

AVPWA

II. Discussion

President

- A. Policy Executive Limitations and ENDS Review
- B. November Board Meeting moved from 11/20 to 11/27
- C. Dormitory options
- D. ACC
- E. Internal Customer Service Survey – Action Plan due to Cabinet October 31st
- F. SouthArk Lead Class IV

1. Agenda – Wednesday, October 10th in WHT 231
 2. 2018-2019 Schedule
- G. Bellwether Award Application is due October 19th
- 500 word max description
 - Program to submit: AMTC
 - Brief outline of suggested highlights attached
 - Video is optional but would be great if we could pull it together

IVPAA/P

Dr. Bullock, VPAA:

- The following proposals were approved through shared governance and came as announcements at the September 28 Planning Council:
 - Proposal: To accept the Program name change of Emergency Medical Technology to Emergency Medical Services – **endorsed**
 - Proposal: To accept the addition of new course to the Emergency Medical Service Program. EMSP 2033 Advanced Emergency Medical Technician Concepts – **endorsed**
 - Proposal: To accept the addition of new course to the Student Service programs. SASC 0300 New Student Orientation – **waiting on syllabus**
 - Proposal: To accept the revisions to all ARNEC LPN-to-RN course descriptions, program, and course outcomes that were made and placed into the program in Spring 2018. (Purpose of Revisions – To streamline all course descriptions, programs, and course outcomes for clarity and purpose. Notification to be in SouthArk only.) – **endorsed**
 - Proposal: To accept the revisions to Practical Nursing Curriculum which include the elimination of courses, renaming of existing course, creation of new course, and shifting of course materials from eliminated courses into the new or existing course curriculum. – **endorsed**

Dr. James Yates, AVPASAS

Program Reviews

- Business Program Faculty Response – **to be done this week**
- Criminal Justice timeline – **Michael Champion working at East Campus, so delayed**

GPS:

- First meeting scheduled for the week of October 22nd
- Math Pathways workshop Dr. Yates, Vernita Morgan, Heather Smith, and Ashley Dougan attending – Nov. 1-2 in Little Rock.

Articulation Agreements

- ULM - working on date
- ATU, SAU and HSU pending
- Education MOU with UA-Monticello.

Distance Learning Director

- Received another applicant.
- Have Zoom interviews scheduled for Thursday, Oct. 11. (2)

Initiate to Hire – working on

- Math Instructor
- Chemistry/Physical Science instructor
- Directors – M/S, Arts/Humanities, CIT

VPSA – attending NAPSA

VPFA

- A. HR Update
- B. Facilities/Grounds
 - 1. Construction Update
 - a. Administration Building – finalized industrial hygienist review of mitigation; finalized plans
 - b. McWilliams House – Interior committee being developed; finalizing plans
 - c. Heritage Plaza – Roman Fountains being contacted; Aydani used for plant replacements
 - d. Grounds use for sports and event
 - e. Facility Usage
- C. Property Purchases
 - 1. 437 Block
- D. Security Cameras to Cover Administration Building
- E. Travel Requests – asked all administrators to remind employees to submit in a timely manner

AVPA

- A. Auto Attendant Phone Tree – reviewed

AVPWA

- A. ACC Table Decorations – Health Science, Workforce, and EMA
- B. Adult Education – September Interest Inventory
- C. AEDC – Tooling U

Grant Updates/Progress Reports

- A. Grant Development
 - 1. NSF – Dr. Tully-Dartez – due October 15
 - 2. EMA – Dr. Yates
 - 3. Harwood Grant (OSHA) – Sherry Howard
- 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. DOJ Consortium (Department of Justice) – Dr. Moore
- F. Verizon

IV. Announcements