

**Cabinet Meeting – Monday, November 12, 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 – November 5, 2018

President

IVPAA/P

VPSA

VPFA

AVPWA

A. Foundation Mini-Grants – [EMA/News Webcast](#) – approved proposal for \$1000

[Library/Rise Above Traveling Exhibit](#) – request resubmission following location of additional funds

AVPPCE

**II. Discussion**

President

A. Board Policy and Calendar Review – [reviewed suggested changes](#)

B. Space Utilization and Reassignment - Set Date – [Susan to email](#)

IVPAA/P

**Dr. Bullock, VPAA:**

**Dr. James Yates, AVPASA**

Articulation Agreements - Signing Updates

- ULM -- rescheduled
- ATU – TBD
- ASU – Wednesday, Nov. 14 @1:30P – [ECC first floor](#)
- SAU – November 13 at 8:30A – [ECC first floor](#)
- UALR – On Hold
- LaTech – in process of being scheduled
- [Eversity](#) – [working on 2+2s](#)
- [HSU](#) – [finalizing updates](#)

VPSA

A. Student Clubs/Org handbook (follow up) – [still reworking](#)

B. Fall mini-mester enrollments –[reviewed second mini-mester numbers. Will fine-tune for spring.](#)

- C. Enrollment Management Plan – will be uploading to website – IR & SS
- D. Marketing “Register Now” signs – where can they be placed in town?
  - Digital sign at ECC/Student Center to be replaced in next few weeks
- E. Upward Bound “Adopt a Road” Community Service Project – 11/12 school board meeting

#### VPFA

- A. HR Update
- B. Facilities/Grounds
  - 1. Construction Update
    - a. Administration Building – contractor walk through was held last Tuesday, November 6, with another tomorrow, Tuesday, November 13.
    - b. McWilliams/Callahan House – Contractor walk through was held the morning of November 12 – 2 general contractors.
  - 2. Heritage Plaza – receiving bids to put the plaza back together
- C. Dave Carty’s Truck – Dr. Bullock will check on situation.

#### AVPA

#### AVPWA

- A. Adult Education (IET) – scholarships available for WAGE or GED students
- B. AMTC – loading and unloading process – requesting concrete pad (22’X40’) – camera for center bay
- C. East Campus Sign still two trees blocking view of sign

### **Grant Updates/Progress Reports**

- A. Grant Development
  - 1. NSF – Dr. Tully-Dartez – submitted
  - 2. EMA – Dr. Yates - Gary Hall working on NIH grant – due November 30<sup>th</sup>
  - 3. Harwood Grant (OSHA) – Sherry Howard – attended orientation – working on curriculum – will implement in January
- 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 – 40 students at Saturday’s session
- G. Delta Regional Authority (DRA) – Dr. Tully-Dartez – revising plans

### **IV. Announcements**

- Offer made and accepted for Instructional Technology Coordinator (Benjamin Cagle), effective Dec. 1
- Initiate the Hire form submitted for Instructional Design Coordinator
- VPFA attending CFO meeting in Little Rock Tuesday, November 13, and Legislative Personal Services Committee Hearing Wednesday, November 14.
- VPFA meeting with Valley Wednesday afternoon for an update on Boomtown Bistro
- Jenzabar and PowerFAIDS Data systems – backing up Data systems off-site for the first time.
- Auto Attendant is online and available for testing at ext 175.
- Student Recognition ceremony (November 15)
- Spring registration begins November 16
- Achieving the Dream/ACC Institute in Little Rock (November 14-16)
- Upward Bound (El Dorado School District Board meeting – 11/12)
- Chris Caldwell, DRA Co-chair to visit AMTC at 1P Tuesday