

Cabinet Meeting
Monday, June 30, 2014
3:00 p.m., West Campus – Administration Building Board Room
Minutes

Present: Dr. Bullock, Dr. Belinda Aaron, Dr. Holly Ayers, Dr. Barbara Jones, Dr. Tim Kirk
Absent: Dr. Stephanie Tully-Dartez

Minutes from June 23, 2014 were reviewed and approved.

I. Issues for Discussion

Dr. Barbra Jones, President

- A. Kiwanis Presentation (July 2 @ noon) – slides due to Dr. Jones by 4 PM on July 1st
- B. Catalog Review – review and send comments to Dr. Jones by July 11th
- C. APM Review – APM chapters assigned to Cabinet members to review
 - Chapter I – Organization – Dr. Jones
 - Chapter II – Employment – Dr. Aaron
 - Chapter III – Academic – Dr. Ayers
 - Chapter IV – Mission/SS – Dr. Bullock
 - Chapter V – Budget/Procurement/Facilities – Dr. Aaron
 - Chapter VI – Regulatory Compliance – Dr. Kirk
- D. DOL Grant Progress report – SouthArk is hosting DOL/TAACCCT RAMP: UP Employer Summit on July 9th at ECC
- E. Planning Council Retreat – suggest moving Retreat to September 5th and moving Academic Council meeting to August 22nd

Dr. Tim Kirk

- F. Jenzabar Update

II. Action

Dr. Jim Bullock, VPSS

- A. Student Services has applied for a grant from the National Society for Leadership and Success (NSLS) to cover one year of the \$2800 institutional membership in this student organization. The intent of the affiliation is to provide
 - 1. An additional student organization to engage students
 - 2. An “honor” organization to target mid-range students through leadership training, mentoring groups, and accountability
 - 3. Access to multiple national speakers via live and on-demand video broadcasts
 - 4. Complement planned workshops and activities during AY 2014-2015 in soft-skill and career development

Cabinet action: approved

- B. Student Services has applied for a Foundation Innovation Mini-grant of \$850 to pay membership dues for NSLS of \$85 for a first cohort of 10 students for AY 2014-2015. **Action Needed:** Cabinet approval/recommendation to submit this grant request to the Foundation Board for action at its July board meeting.

Cabinet action: approved

III. Announcements – no action

Dr. Bullock

- A. **Summer II Enrollment Numbers.** After being substantially down two weeks prior to the start of Summer II (223), enrollment as of Friday, the second day of classes, was at 286, an increase of 63 students (and three students more than in Summer II of 2013). Overall, the unofficial numbers for Summer 2014 are 1025, as opposed to Summer 2013 at 1097, or a 6.56% decrease.
- B. **Perkins Activities for AY 2014-2015.** Responding to requests from faculty, particularly from the East Campus, the new activities will focus on a series of guided workshops and classroom presentations on soft-skill and career development, as well as expansion of the internship program begun in 2013-2014. The new plan was approved by the Perkins office in Little Rock this morning.
- C. **Reorganization of Student Services Functions**
 - 1. Effective July 1, 2014, Dr. John Spencer, in an expanded and re-conceptualized role, will be the Director of Student Advising Coaches, answering directly to Dean Inman in Enrollment Services. Dr. Spencer will be implementing a “success coach” model of advising and will supervise the advising duties of the high school career coaches, the other SouthArk advisors, as well as transfer advising. Early alert and retention will be part of the responsibilities of all advisors.
 - 2. Effective July 1, 2014, the Counseling Department (Student Success Services) will refocus its attentions on expanding the following areas:
 - a. OASIS (Office of Accommodative Services and Instructional Support)
 - b. Workshops and Training for Title IX, VAWA, and Clery Compliance
 - c. Workshops and Training for Soft-Skill and Career Development (in conjunction with Perkins and others) and Student Engagement and Success
 - d. Counseling and Student Conduct
 - e. Behavioral Review Team
 - 3. Coordinator of Tutoring position moving from half-time to full-time effective July 1, 2014.

Dr. Belinda Aaron

D. **Construction Projects**

- 1. Heritage Plaza – on schedule. All concrete to be poured today (6/30) – fountain vault to be delivered end of week.
 - 2. Parking lot – seeking bids to roll out asphalt
 - 3. Summit overlay – after asphalt in parking lot
 - 4. East Campus Manufacturing Building – in planning stage
 - 5. South West Avenue crossing – discussion with highway department representative on ways to improve to make safer for pedestrians and drivers
- E. **Payroll Certification** – discussion of payroll certification process, forms, change in schedule request