

Cabinet Meeting – Monday, August 20, 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

- Approval of Minutes – August 1, 2018 – [approved](#)

President

IVPAA/P

- Verification of Nominating committee slate – [deferred](#)

VPSA

VPFA

AVPWA

II. Discussion

President

- A. Productivity Funding action plans – “Data Diving” meeting and discussions
 - [Date to be set](#)
 - [PFM #s, enrollment, and program enrollment](#)
- B. Lecture Series update – [Rudy Ruetigger – October 11th](#)
- C. HLC Assurance Argument Committee – [November, 2018 announce committee](#)
- D. VPAA Selection Schedule [October, 2018](#)
- E. September Board Meeting (September 18th)
 - Student spotlight – [Career Technical graduate](#)
 - VPs – Memo/one slide
 - Info due to Susan by September 7th
- F. Campus Conversations
 - Thursday, October 4 at 10:45A-East Campus
 - Friday, October 5 at 8:30A-West Campus
- G. Potential properties
- H. Annual Improvement Plans – [September 14th AIPs due; meetings September 17-28](#)

IVPAA/P

- A. ACC – Outstanding Alum – confirmed Chief Chad Mosby – [submitted Outstanding Employees and Alumni today](#)
- B. Digital Learning/BLR and ADE – [request for information](#)

- C. ADHE Updates
 - LONs for October AHECB meeting clarified
 - PMA closure, CIP code changes for Accounting and General Business
 - New CIP for EMA – Film and Cinematography
- D. OER project – no updates
- E. Articulation Agreements
 1. 2+2 articulations & MOU signings – scheduling MOU signings
 2. e-Versity visit on September 20 at 11A
- F. Program Reviews and Accreditations
 1. Phlebotomy – in progress – validating qualifications of possible Phlebotomy Program Director
 2. Business – review and faculty response being prepared
 3. Criminal Justice – for 2018-2019
- G. Faculty hiring updates – all hired!

VPSA

- A. Fall Enrollment Update – attached handout - % taking 15sschs or more has increased
- B. NSO – 83 that attended over 2 days. Will hold NSO earlier in summer with more sessions
- C. FYE taskforce thoughts – Convocation session – much interest of Faculty/Staff in FYE
- D. Updated website – any changes or feedback? let Charley Hankins know
- E. Designated lactation room – HSC 217; need to order a mini fridge
- F. SouthArk on Tour (next steps)
 - September 15th to meet with Distinguished Ladies – survey
 - Phase II visits to some churches – those that did not schedule last year
 - Mentoring
 - Help with alumni relations
- G. BB update – two more applicants
- H. Student housing proposal – Phase I and II

VPFA

- A. HR Update
- B. Facilities/Grounds
 1. Construction Update
 - a. Administration Building – clean-up slowed down a bit
 - b. McWilliams House – AC upstairs/cottage usage
 - c. AMTC – alarm system fine-tuning; east campus sign and lights finished
 - d. Welding – contacting roof installation company
 - e. Gym – walk through with on-call architect
 - f. Heritage Plaza – Roman Fountains reviewing plans
 - g. Other
 - Tree removal at Arboretum and East Campus
 - Asbestos update – Reflections property \$14,000; house on Block \$8,000
 - Controls – Library controls moved; training
 - Conference center boilers – city asked to assist with improvements
 - Signage – Business Office sign ordered
- C. Revenue projection for Fall Semester
- D. Mail room renovation on order – insurance adjuster agreed to cost. Metro to complete.

AVPWA

- A. Financial Audit for Foundation
- B. Adult Education site visit on September 18

III. Grant Updates/Progress Reports

- A. Grant Development
 - 1. NSF – grant to be submitted in October. Recommending a common core for Engineering Tech programs
 - 2. Other – Harwood – writing targeted topic – Hazardous Communication – due next week
- B. DOL/Apprenticeship (Arkansas American Apprenticeship Initiative (AAPI) (Welding) – Dr. Tully-Dartez – welders bid and submitted to DOL for approval. – can only spend \$5000 per unit
- C. ADHE FIT (Futures in Information Technology) – Dr. Yates/Dr. Bullock – modifications – Mir Ali has CIP class – meeting to discuss changes – need to send to ADHE – Sarah Cox
- D. ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline – Dr. Tully-Dartez

IV. Announcements