



QUALITY COUNCIL COMMENTS

Meeting held on October 19, 2015 in the Administrative Conference room located on the SAU Tech campus. Meeting was called to order at 10:00 am, by Robert Gunnels, Executive Vice Chancellor.

Members present were Robert Gunnels, Gaye Manning, Dr. Valerie Wilson, Dr. Diane Betts, David McLeane, Dr. Lisa Oden, James Utsey, Loretha Walker, Olivia Clack, Lisa Smith, Randy Harper, Johnie Hall, Tammy Larkins, Robin Hughes, Barbara Hamilton, and Gerald Manning.

Reporting Comments

- ◆ *Faculty Senate:* Johnie Hall announced that faculty will meet October 20th, 2015 to make a decision on whether or not to switch from the current Blackboard online system to Britespace D2L system. Mrs. Hall also announced that Dr. Berry will meet with Faculty Senate next Monday.
- ◆ *Career Academy:* James Utsey stated that there will be a Technical Assistance visit with the Career Academy programs on October 28, 2015
- ◆ *Classified Staff Organization:* Loretha Walker stated that classified employees met last week and employees expressed being well pleased with being well informed of the affairs of the college.
- ◆ *Environmental Academy:* Randy Harper stated they are getting prepared to conduct training throughout the state.
- ◆ *Non-Traditional Student:* Robin Hughes suggested the group may would like to visit with local churches that have gyms, to review their rules and regulations to see if they may benefit us.
- ◆ *Student Services:* David McLeane announced that there will be a Drug and Alcohol meeting next week. Mr. McLeane stated that the Preview Day was a great success. There was a lot of positive feedback and there were several students who showed interest in attending SAU Tech. He also announced there will be an event on November 12th at the Ross Center that will target the non-traditional student . More information about this event will be announced after details are finalized.
- ◆ *Executive Vice Chancellor:* Robert Gunnels announced that Higher Ed had approved HVAC/E&I and Medical Office Management programs. Mr. Gunnels stated that Eddie Horton will ask local businesses for equipment donations to be made for the HVAC/E&I program. A motion was made by Mr. Gunnels that the group accept going forward with the programs. Dr. Valerie Wilson seconded the motion.
- ◆ *Physical Plant:* Gerald Manning stated that two guards had been purchased for the electronic panels in the Grand Hall I and II. Keys for the panels have been distributed to the IT department and Loretha Walker.



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- ◆ *AQIP:* Dr. Valerie Wilson announced that they had received feedback from the Systems Portfolio review. Dr. Wilson will appoint a task force from the Quality Council membership to review the reviewers' comments. The task force will prioritize the comments provide that prioritized list to the Quality Council who will develop a plan of action to address the identified items. Dr. Diane Betts announced that the masterplans had been emailed to the Vice Chancellors and supervisors for review and will be compiled by November of this year.

- ◆ *Adult Education:* Barbara Hamilton stated that she had represented the ASO committee by giving an update on the "Tech in Town" project to the Board of Trustees.

- ◆ *Business Office:* Gaye Manning stated that she had been asked for a consideration of a proposal to change the spring drop date from January 12th to January 20th to prevent late registration fees. A proposal was made to try it for a semester before making it a permanent policy. Robert Gunnels made the motion and a second was made by Gerald Manning.

Meeting adjourned by Robert Gunnels at 10:45 am.

Minutes recorded by Tammy Larkins.



QUALITY COUNCIL COMMENTS

Meeting held on September 28, 2015 in the Administrative Conference room located on the SAU Tech campus. Meeting was called to order by Robert Gunnels, Executive Vice Chancellor.

Members present were Robert Gunnels, Gaye Manning, Dr. Valerie Wilson, Dr. Diane Betts, David McLeane, Dr. Lisa Oden, Blaise Scharbor, James Utsey, Loretha Walker, Olivia Clack, Lisa Smith, Randy Harper, Johnnie Hall, Tammy Larkins, Robin Hughes, Barbara Hamilton, and Gerald Manning.

Mr. Gunnels welcomed the group and gave a brief overview of the changes that are taking place under the new leadership of Dr. Trey Berry. He stated that the name of the group has been changed from Administrative Council to Quality Council. The change will include the group being involved in the college's decision-making and strategic planning.

Reporting Comments

- ◆ **Faculty Senate:** Dr. Lisa Oden stated that faculty are working to review the Canvas and the Brightspace Learning Platforms. In conjunction with AQIP Project II, the faculty are also implementing the Learning Management System for online classes. Dr. Oden stated that the wireless internet has been working more efficiently.
- ◆ **Career Academy:** James Utsey stated that Sam Abaza has resigned from the Radio/TV program. They are in the process of filling his position with someone who will work closely with Steve Taylor in efforts to easily transition the students from the high school to the college program.
- ◆ **Classified Staff Organization:** Loretha Walker stated that classified employees were encouraged with the new leadership. They are looking forward to moving in a good direction and felt their voices would be heard. Mrs. Walker stated the feedback from the organization for the Staff Development Retention Webinar was on a negative side too long, but on a positive side, was looking forward to the college reviewing the possibility of implementing more trade programs.
- ◆ **Administrative Staff Organization:** Olivia Clack stated ASO is working on a project in conjunction with the City of Camden in efforts to be more involved. It is a clean-up project that will be done in the time frame around the Daffodil festival. The name of the project is "Tech in Town." More information concerning the project will be announced as it develops.
- ◆ **Environmental Academy:** Randy Harper stated that the 2016 schedule is being finalized. Mr. Harper also stated that the Environmental Workforce Development Job Training Program (EWDJTP) was currently in progress. This program is grant-funded through the City of Camden.
- ◆ **Non-Traditional Student:** Robin Hughes stated that she hopes to have positive feedback at our next meeting from other non-traditional students.



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- ◆ **Student Services:** David McLeane announced that Preview Day is scheduled for October 6th and 8th. He is very excited about this year's event which has 750-800 high school students attending. Mr. McLeane also announced that Mitch McKelvin has recently joined SAU Tech as a recruiter. He stated that Mitch has hit the ground running and is looking forward to the benefits the college will reap from our recruiting team.
- ◆ **Executive Vice Chancellor:** Robert Gunnels announced that the new Director of Workforce and Special Programs was Ophelia Lindsey. He also stated that the Executive Council had met with Dr. Berry last Friday to discuss strategic planning, registration, marketing, and retention.

Agenda:

Physical Plant: A request had been made to install a doorway in the lab classroom in the Technology building, room 212. The discussion was for the council to decide the process in this request as well as future requests of this nature. Suggestions were made and the group decided to propose that such a project would be first reviewed by the Physical Plant to decide if the request could be a structural possibility. If so, they would bring the request before the council to be reviewed for justification, cost, etc. A motion was made by Tammy Larkins to accept the proposal; Robert Gunnels seconded the motion.

AQIP: Dr. Diane Betts stated that the feedback from the report submitted in June, 2015 had gone through a plan of action at the reviewers' request. We did not receive any bad remarks for the criteria of accreditation, but suggestions were made. There are currently three action projects in process that are due at the end of this month. Dr. Betts brought forth the results from the retention feedback that were taken from the suggestions made during Staff Development. Mr. Gunnels stated that they have begun the process of weeding out the suggestions that cannot be fulfilled. He stated that a committee would be appointed to go forth with the retention process. A motion was made by Diane Betts to accept the proposal to form a committee; David McLeane seconded the motion.

Phone Campaign: Dr. Valerie Wilson stated that Mr. Gunnels had begun a phone campaign this fall. The campaign consisted of calling the Fall 2014 and the Spring 2015 degree-seeking student who had not enrolled or completed their degree in Fall 2015. The names and contact information was delegated to a group to begin contacting the students to survey why they had not returned to SAU Tech for the Fall 2015 semester. One of the results of the phone campaign was that six percent of the students contacted did enroll in the Fall 2015 semester who had not intended to enroll. The campaign did provide numerous additional information and was an overall success. A proposal was made for a committee to be formed to review the results and decide if the campaign should continue for the spring semester. A motion was made to accept the proposal by Robert Gunnels; Gaye Manning seconded the motion.

Equipment Usage Policy: Gaye Manning brought forth a proposal to remove the current equipment usage policy and insert the new proposed policy. David McLeane made a motion to accept the proposal; Randy Harper seconded the motion. Mrs. Manning also stated that she was looking at a records-retention policy and would come back with a proposal after it had been further assessed.

Gym Policy: Discussions were made to revisit the gym policy. A proposal was made to form a committee to review the current policy, make revisions, and bring back to the council for approval. David McLeane made a motion to accept the proposal; James Utsey seconded the motion.



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Student Center Radio: A proposal was made by James Utsey to have the SAU Tech radio station play in the Student Center. Discussions were also made as to who would be responsible for overseeing the operation of the radio. A motion was made that the staff at the Student Center would oversee the operation of the radio and that it would be placed on SAU Tech's station. The motion to accept the proposal was made by David McLeane; James Utsey seconded the motion.

Meeting adjourned by Robert Gunnels at 11:30am.

Minutes recorded by Tammy Larkins.



QUALITY COUNCIL COMMENTS

Meeting held on November 9, 2015 in the Administrative Conference room located on the SAU Tech campus. Meeting was called to order at 10:00am by Robert Gunnels, Executive Vice Chancellor.

Members present were Robert Gunnels, Gaye Manning, Dr. Valerie Wilson, Dr. Diane Betts, David McLeane, Dr. Lisa Oden, James Utsey, Loretha Walker, Olivia Clack, Lee Sanders, Ricky Cole, Johnnie Hall, Tammy Larkins, Robin Hughes, Barbara Hamilton, and Gerald Manning.

Agenda

Lee Sanders gave a presentation on the SAU Tech NCCBP 2015 Peer Comparison Report. A copy of the presentation is attached. For questions please contact Lee Sanders at extension 4455.

Reporting Comments

- ◆ **Faculty Senate:** Johnnie Hall stated that the Faculty Senate will meet with Dr. Berry Wednesday, November 11, 2015.
- ◆ **Career Academy:** James Utsey stated that the Technical Assistance visit that was conducted on October 28th was overall successful. Mr. Utsey stated they did have a few recommendations which are being reviewed for the implementation of the recommendations.
- ◆ **Classified Staff Organization:** Loretha Walker stated that classified employees special project for the Green Light Vet Initiative for Veterans day will be that the Physical Plant will replace some of the outside lights with green lights in honor of our Veterans. Mrs. Walker stated they group will meet Tuesday, November 10th. They will discuss a special project that will poll the students who plan to be on campus during the holidays to provide them with a meal. More information concerning this project will be announced as it develops.
- ◆ **Administrative Staff Organization:** Barbara Hamilton stated they are still working on the "Tech in Town" project. Mrs. Hamilton stated that a second project is underway that could offer current students discounts from local businesses. Jennifer Williams is in the process of contacting area businesses to see what discounts they may can offer.
- ◆ **Environmental Academy:** Ricky Cole stated that the 2016 enrollment has begun.
- ◆ **Human Resources:** Olivia Clack asked what hours were preferred for the Thanksgiving and Christmas holidays. Discussions were made and Lisa Oden made a motion to accept the ten-hour Monday and Tuesday schedule and four-hour Wednesday schedule for both holidays. Gerald Manning seconded the motion.
- ◆ **Student Services:** David McLeane stated that the Veterans Priority of Service policy be accepted to our current Veterans policy. Robert Gunnels made a motion to accept the policy; Dr. Valerie Wilson seconded the motion.



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- ◆ *Business Office:* Gaye Manning announced that SAU Tech is discussing a partnership agreement with AT&T to build a cell tower on the SAU Tech campus. A consultant from AT&T has visited the site and will take the information back to AT&T for review to give an answer within the next couple of weeks on rather the agreement will be accepted to move forward. If the agreement is accepted the new cell tower will enhance AT&T cell coverage within a ten mile radius.
- ◆ *IT Department:* Dr. Valerie Wilson stated that there will be a few classes piloted in the spring using the Brightspace on-line system with the system going live in the summer.
- ◆ *AQIP:* Dr. Diane Betts stated that the taskforce appointed out of the Quality Council group has agreed that all action projects should flow through the systems portfolio. A motion was made by Dr. Betts to accept this agreement; Lisa Oden seconded the motion. Dr. Betts also stated that the departmental master plans are due at the end of November.

Meeting adjourned by Robert Gunnels at 10:45 am.

Minutes recorded by Tammy Larkins.

Meeting held on December 8, 2015 in the Administrative Conference Room located on the SAU Tech campus. Meeting was called to order at 10:10 am by Robert Gunnels, Executive Vice Chancellor.

Members present were Robert Gunnels, Gaye Manning, Dr. Diane Betts, David McLeane, Dr. Lisa Oden, James Utsey, Loretha Walker, Olivia Clack, Lisa Smith, Randy Harper, Johnnie Hall, Tammy Larkins, Robin Hughes, Gerald Manning, Blaise Scharbor and Lee Sanders

Agenda

- ◆ Lee Sanders made a PowerPoint presentation of the fall 2015 Student Opinion Survey. A copy of the survey is attached.
- ◆ Robert Gunnels stated in the absence of Dr. Valerie Wilson that she wanted to bring before the council a recommendation to approve a revision of the student and employee opinion surveys. A motion was made by Robert Gunnels who recommended a committee be formed to create revised surveys to be brought before the council for approval. Gaye Manning seconded the motion.
- ◆ Olivia Clack brought before the council the results of the vote that had been emailed to the employees asking to vote for or against a 24 hour vacation proposal for December 21st-23rd. This proposal did not include faculty or Fire Academy employees. She stated the results were 61 for and 20 against, which resulted in a unanimous vote to close the campus during these dates. The council did discuss that since the email had been distributed that they had received word that SAU had decided on an 8 hour vacation proposal for their employees. They will leave early Tuesday, December 22nd and be closed on Wednesday, December 23rd. Discussions were made if the council wanted to present this to our employees or to choose the original proposal. Discussions included that an employee's pay would not be penalized if they did not have the accrued leave to cover the 24 hours. If the employee does not have the leave time they will make up the hours as they accrue leave time. Also, the employee has the option to take 20 hours as personal days which is deducted from the employee's sick leave if the employee has not already used their personal time within the year. With the result of these discussions Randy Harper made the motion to accept the original proposal of the 24 hour vacation. Loretha Walker seconded the motion.

Reporting Comments

- ◆ *Faculty Senate:* Johnnie Hall announced that faculty was thankful that fall finals were complete.
- ◆ *Career Academy:* James Utsey announced that the new Radio/TV instructor, Chris Franklin, has begun work this week.

- ◆ *Classified Staff Organization:* Loretha Walker stated that classified employees were to meet today, December 8, 2015. She stated that beginning in January they plan to have guest speakers visit each meeting to speak on various topics.
- ◆ *Non-Traditional Student:* Robin Hughes stated that on the students prospective they are glad finals have been completed. She stated that she and Blaise Scharbor plan to work closely together in the next months to bring positive suggestions from the students to the council for discussion.
- ◆ *Traditional Student:* Blaise Scharbor stated that several request have been made by students for an ATM being installed on campus. Gaye Manning stated that this has been brought up in the past and was not accomplished due to there being several banks within one mile of the college as well as security and cost that would be required to have a ATM on campus. Mrs. Manning stated that she will contact a bank representative to set up a meeting with them to discuss what the process entails since it has been requested by current students.
- ◆ *Student Services:* David McLeane announced that Courtney Haygood had volunteered to chair the gym policy committee.
- ◆ *AQIP:* Dr. Diane Betts stated that the Masterplans were being completed and they would begin work on the Assessments after the holidays.
- ◆ *Business Office:* Gaye Manning stated that the debt that was used to build the LRC and renovate the Ross Center in 1995 has been paid in full. She stated this will free up approximately \$72,000.00 from the colleges operating budget each year.
- ◆ *Physical Plant:* Gerald Manning announced that he is scheduled to have a conference call with RingCentral to discuss a proposal to cover a new telephone system The new proposal will include cell, internet and land line services as a one-cloud based system.
- ◆ *Executive Vice Chancellor:* Robert Gunnels announced his appreciation to everyone for the hard work to make the fall semester a success. He stated that there had been a lot of changes and there would be more changes in the future. He wished everyone a Merry Christmas and a safe, happy holiday.

Meeting adjourned by Robert Gunnels at 10:50am.

Minutes recorded by Tammy Larkins.



QUALITY COUNCIL COMMENTS

Meeting held on January 25, 2016 in the Administrative Conference Room located on the SAU Tech campus.
Meeting was called to order at 10:00 am by Robert Gunnels, Executive Vice Chancellor.

Members present were Robert Gunnels, Gaye Manning, Dr. Valerie Wilson, Dr. Diane Betts, David McLeane, Dr. Lisa Oden, Juanita Mitchell, Loretha Walker, Lisa Smith, Randy Harper, Tammy Larkins, Robin Hughes, Barbara Hamilton, and Gerald Manning.

Robert Gunnels welcomed everyone and introduced new member, Juanita Mitchell to the group.

Agenda

Business Office: Gaye Manning brought before the committee for approval four record retention policies. The four policies are Human Resources, Finance and Administration, Grants and Information Technology. The proposal was to retain the Human Resources and Finance Administration retention records for six years past the official final audit of the documents. She stated that employment records would not be included in this proposal because employment records are required to never be destroyed. The Grants policy would be the same unless specified otherwise. Information Technology would have a different time period for each function. Once the policies are in place a company will be contacted about destroying all old records that do not fall within the policy guidelines. Gaye Manning made the motion to accept the proposal; Dr. Lisa Oden seconded the motion.

IT Department: Dr. Valerie Wilson brought before the committee a proposal to revise the current student opinion survey and Faculty/Staff survey evaluation. Dr. Wilson's proposals were as follows:

- Conduct twice annually; in November and April (they are currently conducted once in the fall).
- To embed the Student Opinion Survey with the Student Report on Teaching in efforts to get more participation.
- To remove section three of the faculty/staff survey. She stated more valuable information is received through the annual supervisor evaluations and they can be utilized in place of this section of the survey.
- To revise Section V numbers 7 and 8 of the Faculty/Staff survey with more specific information.

Dr. Wilson made a motion to accept these proposals; Randy Harper seconded the motion. Beyond these actions that were approved Dr. Wilson asked that these surveys be placed in the public folder for employees to review and give any feedback they may have to improve the surveys. The goal of the surveys is to improve the college's services. Please present your suggestions to the Chair of your employee organization or directly to Dr. Wilson. She requested that all suggestions be submitted no later than February 5th so they can be presented at the February 8th council meeting and the revised surveys can be presented to the council during the March meeting in efforts to have the surveys completed and ready to implement in April 2016.

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Environmental Academy: Randy Harper stated that the AETA went into partnership at the first of the year with Texas A&M who are the OSHA training center for the EPA region. Our facility will be the host for the OSHA training for the state of Arkansas. There will be an official signing ceremony held on February 25, 2016.

Student Services: David McLeane stated that a committee has met to develop an outside court usage policy.

Executive Vice Chancellor: Robert Gunnels announced that the timeline for advertising for the Chancellor's position will be this spring with the hopes of having a new Chancellor by January 2017.

Physical Plant: Gerald Manning stated that he has met with Mark Casey, with Ouachita Electric, to discuss our current lighting system to be converted to LED lighting campus wide. There have been two companies that have come and observed our campus to make a proposal to Ouachita Electric. Once this is done they will meet with SAU Tech representatives to make a proposal.

AQIP: Dr. Diane Betts stated the Systems Portfolio Taskforce had met and the mention of the strategic plan was brought to the attention that when the original strategic planning process was implemented the input from employees was asked after the plan was put into place. Dr. Betts asked that the chairs of the employee organizations take a copy of the strategic plan to the employees of each organization to review and ask for input on any revisions. She asked that the suggestions to be brought to the February 2016 Council meeting for review to begin work on revising the plan. A copy of the current Strategic Plan that's asked to be reviewed has been posted in the public folder.

Administrative Staff Organization: Barbara Hamilton stated that the Administrative staff organization is partnering with "Keep Camden Beautiful." A clean-up day is scheduled on February 27, 2016 from 9:00 am -12:00pm. They are soliciting for volunteers as a part of the "Tech in Town" project to join in the clean-up day. She asked that each employee be involved and to bring family and friends to show our support to our community. The meeting place on the 27th will be at the Ouachita River and assignments will be given at this time. Mrs. Hamilton asked that all SAU Tech volunteers wear a SAU Tech t-shirt to show visibility of the college. If you would like to volunteer please contact Mrs. Hamilton at 870.837.4003.

Mrs. Hamilton also announced that the open house for the new Adult Ed/Workforce Center in Magnolia will be held March 25, 2016. The Governor is set to speak at the event. Mrs., Hamilton will email detailed information of this event at a later date.

Non-Traditional Student: Robin Hughes stated that she and Blaise Scharbor have polled current students to give suggestions that if there were something that they could do during down time between classes what would they like for it to be. Mrs. Hughes hopes to bring these suggestions to the next council meeting.

Meeting adjourned by Robert Gunnels at 10:55am.
Minutes recorded by Tammy Larkins.

QUALITY COUNCIL COMMENTS



Meeting held on March 7, 2016 in the Administrative Conference Room located on the SAU Tech campus. Meeting was called to order at 10:10 am by Robert Gunnels, Executive Vice Chancellor.

Members present were Robert Gunnels, Gaye Manning, Dr. Valerie Wilson, Dr. Diane Betts, David McLeane, Juanita Mitchell, Loretha Walker, Lisa Smith, Lisa Oden, Randy Harper, Tammy Larkins, Robin Hughes, Barbara Hamilton, Blaise Scharbor, Gerald Manning and Olivia Clack

Agenda

AQIP: Dr. Diane Betts stated she had received a report from the 2015 Systems Portfolio Taskforce. The report has two recommendations. The first recommendation was to address retention. The committee recommended that an action project be developed to address retention. Even though there is current action being taken concerning retention the committee wanted to establish it as an official action project. The second recommendation is to develop another action project to assess the co-curricular activities. The council will receive the report via email to review and vote for or against developing these action projects.

IT Department: Dr. Valerie Wilson stated that the current process for the reservation for in-house facilities has not been put in writing; Loretha Walker has put the policy in writing. The policy will go out to all employees when completed and be available in the MyCollege portal. Dr. Wilson presented two policies that would require action from the council. They are the solicitation of fundraising and the acceptance of donations for the college. The policy will clarify the process to accept and solicit donations. The second policy is the process of how the college will communicate in the future when there is a death of an employee, an immediate family member of an employee or a student. Dr. Wilson also addressed the status of the Student Satisfaction and the Faculty/Staff surveys. She stated there is a draft prepared for the Student Satisfaction survey. The Faculty/Staff survey is still in the process of being completed. Dr. Wilson will send the policies and the draft of the Student Satisfaction Survey to the council for review to make comments, recommendations and vote for or against the proposed policies and survey.

Student Services: David McLeane brought before the council a proposal to vote on the Student Success I and II courses. Mr. McLeane made a motion by to accept both proposals, Student Success I and Student Success II. Dr. Valerie Wilson seconded both. Mr. McLeane also announced that the Hoverboard and Outdoor Court Usage policies had both been unanimously accepted.

Reporting Comments

Business Office: Gaye Manning announced that the ATM cash dispenser provided by Farmers Bank and Trust will be installed in the Student Center in the next two to three weeks. Ms. Manning stated that she has made several contacts to AT&T concerning the cell tower project, but so far they have not responded back. She will continue to try to contact them. Ms. Manning stated that the 2016-17 budget hearings for all of the institutions for Higher Ed will begin March 8th. She and Mr. Gunnels will be attending in representation of the college. She stated they don't anticipate any increases in funds, but there hopefully will not be any cuts.

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Environmental Academy: Randy Harper stated that they have been very busy with spring training. The Environmental Academy signed with Texas A&M on February 25th, 2016 to be the host for OSHA training throughout Arkansas. Mr. Harper thanked all of those involved to prepare the Academy for the new training. The Texas A&M representatives who visited the Academy were very pleased with our facility. They will begin to work with the Marketing department to get the new program marketed. Mr. Harper also announced they will begin a project to have more curbing, sidewalks, and parking space for their students. He thanked the Physical Plant for their hard work in making this project a reality.

Physical Plant: Gerald Manning stated that he has not heard back from Mark Casey, with Ouachita Electric concerning the LED lighting project. Mr. Manning stated that the Physical Plant will soon begin a concrete project for the Environmental Academy.

Traditional Student: Blaise Shcarbor stated they have several upcoming events. They are currently working on the Spring Fling project which will be carnival themed this year. They are also preparing for a student life banquet.

Administrative Staff Organization: Barbara Hamilton stated the ASO had participated last month in the “Tech in Town” event with “Keeping Camden Beautiful.” Ms. Hamilton stated the project was very successful with 1699 lbs. of trash collected.

Career Academy: Juanita Mitchell stated that they had an audit last week and had received an A+. Ms. Mitchell stated the auditors complimented the college, the Career Academy programs and the accounting department for a job well done. Ms. Mitchell announced there will be an assembly held this Friday for their seniors to introduce them to our SAUT programs. Several on-campus departments will be participating in the assembly. They are also scheduling a visit for sophomores of participating schools to visit the Career Academy programs.

Human Resources: Olivia Clack stated to the group to remind participating employees if they have not already done so, to complete their Professional Development forms and the survey for the Employee Evaluation of their Supervisor.

Classified Staff: Loretha Walker stated that the Classified Staff are still working on getting an estimated cost for the Sculpture project.

Executive Vice Chancellor: Robert Gunnels stated the theme at the beginning of the year was set to improve recruiting and retention. He stated that we are still in the forefront of this process. He stated he would like to see the college’s future be structured with the procedure that Career Pathways uses to monitor each student by using a case management approach. Mr. Gunnels also announced they are working on the Computer Information Technology and Business Administration degrees to become fully online degrees and market them to International students.

Meeting adjourned by Robert Gunnels at 10:35am.
Minutes recorded by Tammy Larkins.



QUALITY COUNCIL COMMENTS

Meeting held on February 8, 2016 in the Administrative Conference Room located on the SAU Tech campus.
Meeting was called to order at 10:00 am by Robert Gunnels, Executive Vice Chancellor.

Members present were Robert Gunnels, Gaye Manning, Dr. Valerie Wilson, Dr. Diane Betts, David McLeane, Johnie Hall; Juanita Mitchell, Loretha Walker, Lisa Smith, Rickey Cole, Tammy Larkins, Robin Hughes, Barbara Hamilton, Blaise Scharbor, Gerald Manning and Olivia Clack

Reporting Comments

Business Office: Gaye Manning announced that next week will officially kick-off working on the 2016-2017 operating budget. Budget worksheets will be sent out next week.

IT Department: Dr. Valerie Wilson requested that a sub-committee be formed from the Quality Council group to work with Lee Sanders and herself in working out the details for the student opinion and faculty/staff surveys. A committee was formed and will present draft surveys during the March Quality Council meeting in efforts to get it approved and implemented to use when the surveys are conducted in April 2016.

Environmental Academy: Rickey Cole stated that the AETA has entered into an agreement with Texas A&M Extension Service to help them with their OSHA training. This agreement provides AETA to go throughout the state and provide OSHA training.

Student Services: David McLeane stated they are trying to collect more student success stories. He stated there are many great student success stories and has been used as a great tool to market the college. They are working towards making changes to the Student Success course. This process is still in the beginning stages and further information will be discussed in upcoming meetings.

Physical Plant: Gerald Manning stated that he has spoken with Mark Casey, with Ouachita Electric concerning the LED lighting project. Mr. Casey has received one of the two proposals. Once both proposals have been received a meeting will be set up with the Executive Council to discuss going forth with the project.

AQIP: Dr. Diane Betts stated the departmental master plans have been emailed to the Vice Chancellors and will be distributed to the various departments to be reviewed and updated. They are due back to Dr. Betts on February 26th.

Non-Traditional Student: Robin Hughes stated that she and Blaise Scharbor are still conducting a poll for current students to give suggestions that if there were something that they could do during down time between classes what would they like for it to be.

Traditional Student: Blaise Shcarbor stated they were still taking orders for Candy Grams and the ones that have been ordered will be delivered Thursday, February 11th. Miss Scharbor also asked if the faculty could remind their students the Student Life Center available for them.

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Faculty Senate: Johnie Hall announced they would have a regular meeting this week to discuss and brainstorm ideas for mentoring and retention.

Administrative Staff Organization: Barbara Hamilton stated they still need volunteers for the “Keep Camden Beautiful” project. The clean-up day is scheduled on February 27, 2016 from 9:00 am -12:00pm. If you would like to volunteer or for further information please contact Mrs. Hamilton at 870.837.4003 or bhamilton@sautech.edu. Mrs. Hamilton announced that the Administrative Staff Organization is working on another project to contact local businesses to provide student discounts for our students. She stated they have found that most restaurants are already providing discounts but they want to compile a list for the students as well as add businesses that are not currently providing discounts. Mrs. Hamilton also announced that Adult Ed is partnering with our state department in conducting a public hearing on our Workforce plan. The hearing will be held on the SAU Tech campus in TE: 100 on February 23, 2016 from 1:00pm-2:00pm.

Career Academy: Juanita Mitchell announced that they are preparing for Skills USA which will be held April 12th -13th in Hot Springs. Mrs. Mitchell also stated that she and Mr. Utsey have been reviewing the previous Technical Assistance documents to ensure they are in compliance with everything that had been brought to their attention during the last visit.

Human Resources: Olivia Clack stated that the Professional Development forms will be emailed this month for employees to complete for the last calendar year January–December. She stated that they will include recording any type of training that the employee has attended. The employee evaluation of supervisors will also be emailed this month as well as the departmental inventory site checks.

Classified Staff: Loretha Walker stated that a classified staff member had given her a suggestion for the beautification of the campus. The suggestion was to place sculptures in some of the buildings with the emblem that represented the program housed in that building. For example, the nursing emblem placed in front of the Business building. Also suggested was that student’s work being displayed in the various display cases throughout the campus. It was agreed that this suggestion would be further discussed by the classified staff organization as to how to go forth with the project. Mrs. Walker also stated there was another suggestion concerning the Walking program. The current policy states that you can walk, bicycle or run during the thirty minute period. The suggestion was to include working out at the gym. A motion was made by Barbara Hamilton to revise the current policy to change the wording in the policy to include exercise. Dr. Valerie Wilson seconded the motion. The activities will still require that all activities be done on campus.

Meeting adjourned by Robert Gunnels at 10:35am.
Minutes recorded by Tammy Larkins.



QUALITY COUNCIL COMMENTS

Meeting held on April 11, 2016 in the Administrative Conference Room located on the SAU Tech campus. Meeting was called to order at 10:05 am by Robert Gunnels, Executive Vice Chancellor.

Members present were Robert Gunnels, Gaye Manning, Dr. Valerie Wilson, Dr. Diane Betts, David McLeane, Juanita Mitchell, Loretha Walker, Lisa Smith, Dr. Lisa Oden, Randy Harper, Tammy Larkins, Robin Hughes, Gerald Manning and Olivia Clack

Agenda

Human Resources: Olivia Clack brought forth two action items to be voted on. The first action item was a proposal to accept the Wellness Activity policy and the second was a proposal to accept the Non-Solicitation policy. The Wellness Activity policy is an update of the former Walking policy. The Non-Solicitation policy is a new policy. A motion was made by Randy Harper; Dr. Lisa Oden seconded the motion to accept the policies. Both policies will soon be available in MyCollege.

AQIP: Dr. Diane Betts brought before the council two action projects to be voted on. The first project was for retention and the second was for the assessment for co-curricular activities. Dr. Betts listed the suggestions of the committee members chosen for each of the action projects. Following discussions, a motion was made to accept the projects. The first project was motioned to accept by Loretha Walker; seconded by Lisa Smith. The second project was motioned to accept by Dr. Lisa Oden; seconded by Gaye Manning.

IT Department: Dr. Valerie Wilson brought before the council the draft for the Employee Opinion survey. Dr. Wilson stated a Safety and Security section has been added and the Departmental Services and College Leadership sections have been updated. Following discussions the council agreed that the survey would be critiqued and emailed to the group within the week to be voted on via email.

Student Services: David McLeane brought before the council a proposal to vote on implementing a student address speaker at this year's graduation. After discussions were made a motion was made by Dr. Lisa Oden to accept the proposal; Olivia Clack seconded the motion.

Reporting Comments

Business Office: Gaye Manning gave an update on the Concurrent Enrollment program. She stated discussions are currently being made on how Concurrent Enrollment will be administered. She stated she had attended a meeting last week where Bill Stovall, Executive Director of Arkansas Community Colleges, announced that a work group has been formed to reconstruct the concurrent programs throughout the state. He stated that they will recommend standardization for all colleges for the administering and payment procedures of concurrent programs. Mrs. Manning stated that it is unknown when the implementation of this plan will go into effect. Our college has made the decision to implement a fifty percent tuition discount to our in-service and out-of-service area until the new plan goes into effect. Mrs. Manning stated that a draft of next year's operating budget will be ready for review at the next Quality Council meeting.

QUALITY COUNCIL COMMENTS

Career Academy: Juanita Mitchell stated that they will attend the Skills competitions in Hot Springs this week.

Physical Plant: Gerald Manning stated that he had spoken with Mark Casey, with Ouachita Electric concerning the LED lighting project. He stated there is a portion of one of the bids that has not been submitted. As soon as they have the full bid they will bring before the council the options to go forth with the project. Mr. Manning stated that the weather has held up the project for the Environmental Academy, but he is expecting the first phase to begin sometime this week.

Executive Vice Chancellor: Robert Gunnels stated that he had attended the Chancellors and Presidents meeting this past week and the concern for the Arkansas Works bill not passing was discussed. He stated that if the bill or at least a portion of the bill does not pass there could be a one-hundred fifteen million dollar hit to higher education. Mr. Gunnels also stated there are concerns about the Highway bill, but the greatest concern is the Governor's Arkansas Works bill being passed.

Meeting adjourned by Robert Gunnels at 11:05 am.

Minutes recorded by Tammy Larkins.



QUALITY COUNCIL COMMENTS

Meeting held on May 9, 2016 in the Administrative Conference Room located on the SAU Tech campus. Meeting was called to order at 10:40 am by Robert Gunnels, Executive Vice Chancellor.

Members present were Robert Gunnels, Gaye Manning, Dr. Valerie Wilson, Dr. Diane Betts, David McLeane, Juanita Mitchell, Johnie Hall Lisa Smith, Dr. Lisa Oden, Randy Harper, Tammy Larkins, Robin Hughes, Gerald Manning, Barbara Hamilton and Olivia Clack

Agenda

Human Resources: Olivia Clack brought forth a proposal to vote for or against the Bereavement and Funeral Leave policy. After discussions were made a motion was made by Randy Harper to accept the policy; Barbara Hamilton seconded the motion.

Business Office: Gaye Manning gave an overview of the 2016-2017 operating budget. She stated the funding would have the same base funding as it has for the past several years. She stated there is a slight increase in an Educational Excellence Trust Fund in the amount of \$2300.00. She stated there will be no tuition increase. The Welding Academy's budget is based on at least a twenty student enrollment and housing was budgeted with at least 82% occupancy. Mrs. Manning stated there are some changes with concurrent enrollment that will affect our numbers. She stated the concurrent enrollment has outgrown the core enrollment, but that this change will help our future funding. Mrs. Manning stated that a 2% salary increase for all employees has been budgeted, but it will be deferred until October 2016. The enrollment numbers will be reviewed in September and a decision will be made at that time to implement the increase. Other items Mrs. Manning listed are a new line item has been put into place for a \$50.00 application fee for International students who enroll in on-campus enrollment. A new line was added for funding emergency response efforts to provide training and to purchase equipment. Also, there would be some changes in the Healthcare Plan. Debbie Beasley will send the specific details of the changes via email.

Reporting Comments

Career Academy: Juanita Mitchell stated that the Career Academy has received two grants for the automotive program; together the grants total \$26,000.00.

Physical Plant: Gerald Manning stated the Physical Plant had built handicapped ramps to be placed at the stage for graduation. The Physical Plant has also been working very hard sprucing up the flower beds throughout the campus. He recognized Gaye Manning and Becky Mahaffey who dedicated time from their schedules to work on the flower beds. Mr. Manning listed several projects that the Physical Plant would be completing this summer.

IT Department: Dr. Valerie Wilson stated the IT department has received a proposal for a new phone system.

Environmental Academy: Randy Harper stated the Environmental Job Training Workforce class will graduate in June.

QUALITY COUNCIL COMMENTS

Faculty Senate: Johnie Hall announced the Faculty Senate has elected new 2016-2017 officers. Sara Landaverde has been elected President; Rebecca Hughes, Vice President and Hannah Thomas, Secretary. Mrs. Hall also brought forth a suggestion to create a travel fund for students who need funding for additional training and/or attend conferences. Discussions were made and it will be reviewed further to go forth with getting a fund set in place.

Administrative Staff Organization: Barbara Hamilton stated the Administrative Staff Organization have chosen new 2016-2017 officers. The new officers are, Juanita Mitchell, Chair; Jennifer Williams, Chair-Elect. Remaining in their positions are Kim Coker, Secretary and Olivia Clack, Liaison. The ASO committee will also finalize the student discount project next week. The new list of businesses and restaurants that will provide discounts to students will be placed on MyCollege. Mrs. Hamilton also announced on behalf of the Adult Education Department that they have recently received the “Most Approved Award” from the state.

Meeting adjourned by Robert Gunnels at 11:15 am.

Minutes recorded by Tammy Larkins.

QUALITY COUNCIL COMMENTS

Meeting held on June 13, 2016 in the Administrative Conference Room located on the SAU Tech campus. Meeting was called to order at 10:10am am by Robert Gunnels, Executive Vice Chancellor.

Members present were Robert Gunnels, Gaye Manning, Dr. Valerie Wilson, Dr. Diane Betts, David McLeane, Juanita Mitchell, Lisa Smith, Randy Harper, Tammy Larkins, Gerald Manning, Barbara Hamilton, Loretha Walker and Olivia Clack

Agenda

Student Services: David McLeane brought forth an action item to approve a new policy. The policy is the Missing Person Notification Policy. He stated the policy is a requirement. The policy states that when a student has been missing for 24 hours the emergency contact person must be notified. If a student is under the age 18 they must list their parent or legal guardian as the contact person. If the student is 18 or older they can list anyone they choose as the contact person. The emergency contact process has been added to the application process. Mr. McLeane stated he will email the policy to the Council to vote for an approval or disapproval of accepting the policy.

Mr. McLeane also made the following announcements:

- The Student Services department will be hiring a person for retention job placement.
- The Student Services department has been working on updating the student handbook, which is scheduled to be completed June 21, 2016.
- The Student Services department is in the process of adding additional information to our website concerning International students, in efforts to grow our International student enrollment.

Reporting Comments

Environmental Academy: Randy Harper announced that the Workforce Development Job Training students will graduate June 21, 2016 at 6:00pm in Grand Hall II. This is the final cycle in the current grant. He stated that the city did not receive grant funding from EPA next year for this program, but will proceed with the process to apply for a grant the following year. Mr. Harper stated that they would be meeting in the next two weeks with the Solid Waste Division to do an exam review. They will review the curriculum against the exam to ensure the curriculum matches the exam.

IT Department: Dr. Valerie Wilson stated the IT department has sent in the contract to the state for the new phone system. She stated that once the vendor receives a PO from us they can have it installed in a three week period. They hope to have the system complete by the fall semester. The new phone system will be available for on and off campus facilities. The only exclusion is Magnolia, because they are on SAU's system. Dr. Wilson stated the vendors will meet with different departments to develop how each department wants to be set-up. Dr. Wilson also stated they are beginning the summer computer rotation for the computers in the computer labs.

Business Office: Gaye Manning announced the 2016-2017 contracts are being mailed this week. Mrs. Manning stated that she had received an email this week from Dr. Chuck Welch. Dr. Welch is the president for the ASU Systems and is the

QUALITY COUNCIL COMMENTS

spokesperson for all two and four year colleges. The email stated that because the legislative body did not authorize a pay increase for classified employees, that the classified employees will not receive the 2% salary increase in October. The only thing that can be done is if the Governor allows a directive around this decision that will allow the 2% pay increase to classified employees. The administration and faculty will still receive the 2% pay increase with the contingency that the numbers are there to compensate it. Mrs. Manning stated that the classified employees fall under the Classified & Compensation Plan, which is governed by OPM. Faculty and Administration fall under ADHE which allows more flexibility for increases. She stated that the Governor has issued a directive to OPM to open up a new study for the classified employee pay plan. There will be a new 2017-2018 pay plan implemented. She stated that with this new plan the classified salaries should be elevated at that time. Mrs. Manning stated there were 50+ employees that did not complete the portal for the 2016-2017 insurance benefits. She stated these employees have been locked out of the system since they did not meet the deadline. They plan to resolve the issue to get everyone enrolled, but stated that this will be a lot of additional work for the Benefits Manager. Mrs. Manning emphasized that when employees receive an email from Debbie Beasley it is to be taken seriously. Mrs. Beasley sends out crucial information concerning payroll and benefits and that each employee is to read and respond when necessary to her emails.

Physical Plant: Gerald Manning stated no replacement bulbs for lighting are being ordered. They will use what they have available until the new lights are installed. He stated the new lighting does not have a final approval, but they have made this decision in case the new lighting system is approved, they did not want to have bulbs and fixtures on hand that could not be used. He stated that the Physical Plant is in the process of working on the summer project list. They are stripping and waxing floors where needed and buffing and waxing in the areas that didn't need to be stripped. They are also in the process of installing outside lights at the Environmental Academy and Student Center as well as painting the other light poles on campus and the cross walks.

Human Resources: Olivia Clack stated that Lee Sander, Courtney Haygood and herself has recently completed the Title IV Investigator training. Mrs. Clack announced that the job application process is online now. They are also using an electronic format for employees to review job applications if they are on an Interview Committee. They are using drop box, so if you are on one of these committees you will need set-up an account. Mrs. Clack stated that the chancellor's position has been advertised and posted. They are receiving interest in the position.

Adult Education: Barbara Hamilton stated that Adult Ed is currently advertising for a college prep class. The class is scheduled to run from July 6-21, 2016. They currently have 27 registered for the class. She also announced that they have received an Accelerating Opportunity Learning grant. The grant will allow GED students to simultaneously enroll in college courses in the Technical path. They hope to have at least one student entering the pathway this fall.

Classified Staff Organization: Loretha Walker announced the new 2016-2017 officers. They are Veronica Bush, Chair; Letitia Rusch, Liaison and Kelli Biggers, Secretary.

Executive Vice Chancellor: Mr. Gunnels announced there will be training at ALETA this week that will include the National Guard. The training will include helicopters, so there could be more noise than usual in that area this week. Mr. Gunnels stated they are moving forward with the Fordyce plans to offer courses beginning in the fall. The location will be at the Civic Center to hold classes on Monday, Tuesday and Thursday evenings. There will be an SAU Tech Information Fair Monday,

QUALITY COUNCIL COMMENTS

June 20, 2016 from 4:30pm-7:00pm at the SAU Tech Student Center. The Information Fair is primarily for the Industrial Park employees to learn about our programs. Mr. Gunnels stated that the Director of ADHE, Dr. Brett Powell, is leaving his position. He stated that Dr. Powell has two priorities he wants to accomplish before leaving. One is the strategic plan for Higher Ed and the other is the concurrent credit policy.

Meeting adjourned by Robert Gunnels at 10:40am

Minutes recorded by Tammy Larkins.



**Southern Arkansas University Tech
ROCKET COUNCIL
Minutes of Meeting
November 12, 2018**

Meeting held in the Administration Conference Room located on the SAU Tech Campus. Meeting was called to order by Dr. Jason Morrison at 10:04 a.m.

Members present were Dr. Jason Morrison, Gaye Manning, Randy Harper, Dr. Valerie Wilson, Jenny Sanders, Laura Johnson, Loretha Walker, Marcus Copeland, Mike Larkins, Rachel Nix, Barbara Hamilton, Courtney Haygood, Tammy Larkins and Dr. Juanita Mitchell.

Chancellor's Office

Dr. Jason Morrison stated the college is moving forward successfully. Enrollment is growing momentum and retention is improving. SAU Tech is in the process of making recommendations for a new funding formula moving it from a weighted- base formula to a numerical formula. Dr. Morrison gave an update on the Solar Farm Project. He stated that Arkansas Electric has filed to intervene and been granted a hearing. This process will be settled before going forth with the project. On December 7th Dr. Fitz Hill is scheduled to speak on diversity. There will be a Christmas potluck luncheon following the presentation. The holiday schedule for Thanksgiving week is to work ten hours Monday and ten hours Tuesday, November 19th and 20th, and be off for the remaining week, returning work Monday, November 26th. The holiday schedule for Christmas week will be to work ten hours Monday and ten hours Tuesday, December 17th and 18th, returning work Wednesday, January 2nd, 2019. Fundraising is going well and making progress. Basketball season is off to a great start. The Rockets are 4-1 and the Lady Rockets are undefeated. The cheer team is doing a great job supporting our teams.

Finance & Administration

Gaye Manning stated that during the session of 2017 personnel services process moved from OPM to ADHE. The reason this was done was to give Higher Ed more flexibility in hiring positions. Since the move the rules and processes have remained the same, but there has been a group that has worked for the past year and a half to develop a strategy on how the processes will operate in the future. The group is meeting this week to discuss the process to create more flexibility to managing positions. This includes administration and faculty, but will mainly affect classified staff. ADHE will also be revising the pay scale.

Academics

Dr. Valerie Wilson stated the Arkansas State Board of Nursing visited our campus in October. They were very impressed with our facilities. A pre-application to have our concurrent accreditation reinstated with NACEP will be done in January 2019. There are new programs being added in the next academic year. The AQIP Systems application is due March 2020.

Student Life

Courtney Haygood discussed the 2018-19 housing demographics comparing them with 2017. There are currently 180 housing residents; 134 new resident and 46 returned from the spring semester.



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Enrollment Services

Jenny Sanders stated that early registration has begun and already the registration numbers are up. The recruiters have been very busy. They have expanding the areas for recruiting as well as scheduling tour groups to visit our programs from schools that have never been to our campus. The Preview Day and College Day events held in October were a success. Rocket Day will be held November 27th.

Student Success, Retention and Placement

Marcus Copeland discussed the SmarterMeasure Assessment that has been given to Student Success I students. It is a web-based assessment which measures a learner's readiness for succeeding in an on-line and/or technology rich learning program based on non-cognitive indicators of success.

Physical Plant

Mike Larkins discussed the Capital Improvement Projects. There have been fourteen projects completed, six approved for completion and two pending approval. The Physical Plant has completed 665 work orders in the past three months as well as installed several air conditioning compressors and TV monitors, which are replacing the overhead projectors in the classroom.

Information Technology & Communications Services

Laura Johnson stated that departments need to upgrade to Office 2016 and Windows 10 on all computers by 2020. The Office 2016 software is around \$53 a license. Currently, you can receive Windows 10 at no charge, but it is unknown how long the promotion will be offered.

Adult Education

Barbara Hamilton stated they are adjusting to the entry level change to the TABE testing. They are working closely with Academics and have offered some entry level courses. There are currently 13 or 14 clients enrolled in the SNAP employment and training program.

Arkansas Fire Training Academy

Rachel Nix stated that the Fire Academy numbers are good. They will run twelve to fifteen thousand certificates during this fiscal year. They have received a grant to help purchase one new fire truck and some equipment. The Governor has committed to building a dorm on the Fire Academy site. They are in the beginning stages of the design. Right now the design plan is a basic one-hundred bed facility with a cafeteria, which could change before the design plan is finalized.

Arkansas Environmental Training Academy & Workforce

Randy Harper stated the Manufacturing building west wing is 90% complete with the Workforce classrooms and lab. When complete there will be four classrooms and a NTD lab. There will be an open house in December. Workforce has worked closely with Aerojet Rocketdyne providing Essential Skills training for the past two years and plans to



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November 12, 2018**

continue the training. Aerojet has identified thirty-two training needs; some will be done through Workforce and some through Academics. Aerojet also wants to provide support to our PLC program. They will help in getting the robotics up and running and will provide an instructor for training in this area. Aerojet has donated an estimated twenty thousand dollars towards training and equipment. Workforce is also working with the Magnolia CCBITC to begin training in Magnolia.

Career Academy

Dr. Juanita Mitchell stated the Career Academy will have a new start-up program next year. They are also partnering with the Co-Op and the "Be Pro Be Proud" program. A "Be Pro Be Proud" truck will be on campus in January for training.

Classified Staff Organization

Loretha Walker stated CSO had a great first meeting. Their focus is to help with on-campus volunteer and help with stocking the student pantry.

Meeting was adjourned by Dr. Morrison at 11:43 a.m.

Minutes recorded by Tammy Larkins.



**Southern Arkansas University Tech
ROCKET COUNCIL
Minutes of Meeting
February 11, 2019**

Meeting held in the Administration Conference Room located on the SAU Tech Campus. Meeting was called to order by Dr. Valerie Wilson at 10:08 a.m.

Members present were Dr. Valerie Wilson, David McLeane, Gaye Manning, Kim Coker, Jenny Sanders, Laura Johnson, Loretha Walker, Mike Larkins, Rachel Nix, Barbara Hamilton, Courtney Haygood, Olivia Clack, Tammy Larkins and Dr. Juanita Mitchell

AFTA

- EMT class has begun
- The new fire dorms are in the beginning stages

Finance & Administration

- Budget worksheets and template will be sent out next week
- Classified employees will have a new pay scale implemented beginning July 1, 2019
- The extra help/work study process is changing to be more transparent in how state funding is being spent
- Health Insurance is going up for bid for the next fiscal year. A committee will be formed to have representation in the process of choosing the provider
- The front entrance sign will be completed by spring

Information Technology & Communications Services

- The camera project is underway
- Texarkana Aviation internet has been upgraded
- The IT department is in the process of installing a new Web Help Desk ticket system for the IT work order system
- IT is in the process of moving all physical servers to virtual environment
- There were 990 IT work orders submitted and completed last year. This year there have been 97 entered with 87 completed

Adult Education

- Adult Ed's next fiscal year budget has been awarded with a 6800.00 dollar increase
- Adult Ed is partnering with the Job Fair committee and Greater St Paul Baptist Church to host a resume writing, job search process, interview skills and dress for success workshop for the upcoming Job Fair to be held on campus April 16th



**Southern Arkansas University Tech
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Career Academy

- The Career Academy is beginning a new tiered funding system
- Career Academy students will compete in career and technical education skills at Skills USA April 8 -11, 2019 at the Hot Springs Convention Center. Anyone wanting to attend the competition can do so on the 9th with no admission charge

Physical Plant

- The ten approved Capital Improvement projects are continuing to be worked on with various completion dates for each project
- There have been 463 work orders completed so far this year
- The camera project is being worked on as the department has time
- A 15 passenger van is being purchased; the timeframe to have it added to the fleet is May 2019
- A project is in the process to place handicap availability at the doorways in the Technology building

Student Services

- There was a ribbon-cutting for the solar farm held Friday, February 8th
- A student meal plan is being developed with the Tech Diner to begin in the fall
- There has been a student complaint form created in efforts to help identify problem areas
- There is a potential 32 bed facility being added to housing
- Softball will begin in the fall with practice games and full games beginning in the spring of next year
- The last home basketball game is scheduled on February 28th; The girls play at 5pm and the boys at 7pm
The girls are currently 10-5 and the boys are 16-9

Student Life

- There are 144 students in housing this spring
- SAU Tech, SAU and South Ark are partnering together on a three year federal grant that was awarded and began October 1, 2018. The focus of the grant is on domestic violence, dating violence, sexual assault and stalking
- **Human Resources**
- There are several positions open; they can be viewed on the SAU Tech website
- Human Resources will have a booth at the Job Fair in April
- Professional Development forms and inventory worksheets will be sent out in the near future



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Communications

- An application for a historical grant for the Administration building is being processed
- A SAU Tech Rocket Night fundraiser is scheduled on April 13, 2019; the guest speaker is Walt Coleman

Enrollment Services

- There were 50 student and their families attend College Day Thursday, February 7th
- Early registration for current students will be March 25th-April 12th; new student registration will open April 15th

Academics

The Systems Portfolio is in the final stages of being completed; the review is scheduled on March 11, 2019

Meeting was adjourned by Dr. Valerie Wilson at 11:12 a.m.

Minutes recorded by Tammy Larkins



**Southern Arkansas University Tech
ROCKET COUNCIL
Minutes of Meeting
November 11, 2019**

Meeting held in the Administration Conference Room located on the SAU Tech Campus. Meeting was called to order by Dr. Jason Morrison at 10:00 a.m.

Members present were Dr. Jason Morrison, Dr. Valerie Wilson, Gaye Manning, Dr. Juanita Mitchell, Jenny Sanders, Laura Johnson, Randy Harper, Mike Larkins, Rachel Nix, Barbara Hamilton, Courtney Haygood, Olivia Clack, Rachal Joe, Mark Fern, LaClaire Williams, Tammy Larkins

Chancellor

- The Chancellor met with several industries on November 6th. There were positive outcomes from the meeting with the focus being on SAUT'S career and technical programs as well as working close with the Workforce department to enhance Workforce training. The industry representatives praised the progress Workforce has made and they are looking forward to partnering with them for future training.
- The basketball season has begun with the success of the Tip-Off Classic. There were a lot of positive remarks from the visiting colleges on how well the college is maintained.
- The addition of the concession stand added to the athletic program has been successful. It is overseen by Debbie Beasley and Olivia Clack.

Academics

- Several transfer agreements (Computer Engineering, Computer Science and Public Health) with SAU are in the process of being approved. The goal is for them to be in effect by August 2020.
- Various revisions have been made to some of our current degree plans.
- The Strategic Planning committee and the Dream Team are working on several projects to prepare for the HLC visit in March 2020.

Adult Education

- A program review has been completed; a financial review is coming up in the next few weeks.
- The Magnolia CNA class is completing this week. They will begin a CNA class in Camden in January 2020.

AETA

- The AETA 2020 schedule has been sent to students statewide.
- There is a Solid Waste faculty position open.
- Workforce will begin training for Lockheed in December or January. They are currently providing Essential Skills training for Aerojet. There will be additional training for Aerojet added the first quarter of next year.
- Workforce has now expanded training outside the four county areas it has served in the past.

AFTA

- AFTA's reaccreditation has been approved for the next five years and two new accreditations were approved for Industrial Fire Brigade. AFTA has 38 accredited levels.
- The Rookie and EMT class numbers have increased from the normal limited enrollment.

Human Resources

There have been three positions filled with several in the process of being filled.



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Career Academy

- A Computer Engineering Instructor started employment November 11, 2019. The hiring of the Program Coordinator is currently being processed and is predicted to be hired January 2020.
- The Career Academy has purchased a new vehicle.

Student Life

- All of the major student activities for the fall semester are complete; there are still weekly activities. A Christmas party for students is scheduled in December.

Classified Staff Organization

- The organization now distributes welcome packets to all new classified staff employees.
- The organization is involved in two after school activities; they are a dance class headed by Ralph Cochran and Soccer with a Scotsman headed by Mark Fern, which a Soccer Club has been formed from this activity.

Finance & Administration

- The Strategic Planning committee has been collecting data. The committee is planning an activity in December that will involve the community leaders and another during spring convocation that will involve SAUT employees.
- The college is currently losing 1% of general revenue each year. It is crucial to ensure data is entered correctly, as this very much effects the funding for the college.

Information Technology & Telecommunications Services

- A briefing on the Data Task Force was given to the group.
(The Data Task Force is a team that has been formed to work through the data process SAUT currently has in place. They are currently working to identify current issues; examine the processes of other institutions; create streamline processes of correcting errors and optimizing data extraction).
- There is a Computer Tech position in the process of being filled.

Physical Plant

- The athletic locker room renovation is complete. The renovation of the softball field and Workforce offices continue.
- There have been several HVAC evaporator coils and condensers installed in different areas on campus.
- The architects are working with engineers and the Physical Plant to develop a drainage system for the Administration building as one phase of the historical grant project.

Student Enrollment

- The recruiters have been busy attending various college fairs.
- Rocket Day is scheduled on November 19th.

Administrative Staff Organization

- The organization had their first meeting in September with Dr. Morrison as the guest speaker.



**Southern Arkansas University Tech
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There were two proposals voted on during the meeting; the Pregnancy and Parenting policy and ACT 184 Free Speech policy. They were both unanimously voted to accept.

Meeting was adjourned by Dr. Jason Morrison at 11:15am

Minutes recorded by Tammy Larkins



**Southern Arkansas University Tech
ROCKET COUNCIL
Minutes of Meeting
September 9, 2019**

Meeting held in the Administration Conference Room located on the SAU Tech Campus. Meeting was called to order by Dr. Jason Morrison at 10:03 a.m.

Members present were Dr. Jason Morrison, Dr. Valerie Wilson, David McLeane, Gaye Manning, Dr. Juanita Mitchell, Jenny Sanders, Laura Johnson, Randy Harper, Mike Larkins, Rachel Nix, Barbara Hamilton, Courtney Haygood, Olivia Clack, Tammy Larkins, Debbie Beasley, Angela Fry, Kendall Golden

Chancellor

- The college was notified this year that the Magnolia Welding program would have to vacate its current location by May 2020. After discussions and a vote was made by the council it was decided the college's welding program will be moving to SAU Tech's campus. It will be relocating to the Career Academy Automotive building. The Magnolia high school welding program is still in negotiations.
- AEDC is partnering with SAU Tech for a pre-employment program called Future Fit. This program will provide training in Entry-Level Production/Assembly, Mechanical Repair Technicians and Mechatronic Technicians. AEDC contracted with Tooling U, the training division of the Society Manufacturing Engineers, to provide guidance and structure for the job profiling sessions addressing the three categories of training.
- SAU Tech's Workforce Dept. is partnering with Lockheed Martin for its employees to receive training in conjunction with their new expansion. Lockheed Martin will provide new equipment for one of the Workforce classrooms.
- The softball field is near completion. The first scrimmage softball game will be held in Truman, AR this Saturday. September 14th. All games scheduled this fall are scrimmage games, with official games beginning in the spring.
- The Tip-Off Classic Men's and Women's Basketball will begin November 1st.
- The Board of Trustees meeting is scheduled to be held on campus October 1, 2019.
- A promotional video made by the Film /Video instructor and students was shown to the group.

Academics

- Several new instructors have been added.
- Transfer agreements with SAU are being processed.
- RN instructors are set to come onboard in October.
- There is a link to the Dream Team in MyCollege.

Adult Education

- A program review is scheduled October 22-24, 2019 and a budget review on October 11, 2019.
- Adult Ed will begin CNA classes in Camden and Magnolia.

AETA

- The AETA department has had its most successful year.
- Workforce training is increasing overall and the Lockheed partnership will ensure several years of potential training.



**Southern Arkansas University Tech
ROCKET COUNCIL
Minutes of Meeting
September 9, 2019**

AFTA

- AFTA training is going well; enrollment numbers are up.
- The new fire dorm is scheduled to begin at the first of the year with a projection to be completed in one year.

Career Academy

- There have been two new programs added to the high school programs; they are CNC and Computer Engineering. The state closed the Radio/TV program and the automotive program was dissolved. All of the Career Academy programs are now 100% concurrent.

Classified Staff Organization

- The classified staff organization has revamped the organization by going to a five member council instead of an appointed chair, liaison and secretary.
- There are several projects approved to complete during the fall semester.

Communications

- A fulltime employee has been hired. Rachal Joe has recently joined the department as the Communications & Development Coordinator.

Finance & Administration

- It is the third year to end the fiscal year with a surplus increasing the cash reserve balance.
- The flower bed at the AETA is complete except for one small area; it will be completed in the fall.

Human Resources

- The NEOGOV software for the new employment application is being utilized. There are several positions open; they can be viewed on the SAU Tech website.

Information Technology & Telecommunications Services

- Frances Bowen is no longer processing work order request. Web Helpdesk is the new online ticketing system. Plans are to have the new ticketing system in place within the next couple of weeks.
- Our new One Card ID system is in place at the RSCL. The ID card can be used in the Tech Diner for a meal plan, purchase Rocket Bucks and an Attendance Wallet in the RSCL and Activity Center.
- As of October 1st, you will not be able to use your social security number as your Staff ID to access the Employee Payroll in Campus Connect. Debbie Beasley will be sending out employee check stubs in campus mail in case you haven't logged in to get your Employee Identification Number.
- Due to errors SAUT is having with our state reporting, Dr. Morrison formed a Data Task Force Committee. The goals of the Data Task Force are to identify current issues, examine other processes, create a streamline process to correct errors and increase education, and optimize DATA extraction and reporting. The Data Task Force made a recommendation to the Rocket National Council to revamp the Readmission statement in the catalog to define "period of absence". With some additional wording, the request was approved by the council.
- There have been 581 work orders submitted with a 547 completed.



**Southern Arkansas University Tech
ROCKET COUNCIL
Minutes of Meeting
September 9, 2019**

Physical Plant

- The Career Academy renovation is complete. The renovation of the locker rooms and softball field continue.
- A new 15 passenger van has been added to the motor pool.
- The Historical grant project is in the beginning stages.

Student Services

- Student Services needs volunteers to take up tickets at the basketball games. Please contact David McLeane's office to volunteer.
- There are a few revisions to be made to SAU Tech's pregnancy policy; when these are complete it will be posted to the SAUT website.
- The programming committee meets once a month to ensure state and federal requirements are being made regarding communication to the SAUT student body.

Meeting was adjourned by Dr. Jason Morrison at 12:08pm

Minutes recorded by Tammy Larkins