

Cabinet Meeting – August 5, 2020
SouthArk Board Room 8:30 a.m.
Minutes

Present	Absent	Cabinet Member Name
X		President, Dr. Bentley Wallace
X		VP for Academic Affairs (VPAA), Dr. Michael Murders
X		VP for Student Services (VPSS), Dr. Derek Moore
X		Vice President for Finance & Administration (VPFA), Mr. Carey Tucker
X		Associate VP for Administration (AVPA), Dr. Tim Kirk
X		Associate VP for Institutional Planning & Academic Support (AVPIP/AS), Dr. Stephanie Tully-Dartez

I. Action

A. Approval of Minutes – July 29, 2020 – Approved with minor edits

President

VPAA

A. ACC Outstanding Alumni Award – Crystal Willis -Approved

VPSS

VPFA

AVPA

AVPIP/AS

II. Discussion

President

A. Previous Items requested again for today's Agenda

- Cabinet presence at East Campus / Warren – A schedule is being finalized

Warren Campus

Cabinet members will visit the Warren Campus every two weeks

East Campus

Cabinet members will work on site (1) one day a week:

Monday – Carey Tucker

Tuesday – Dr. Moore

Wednesday – Dr. Tully-Dartez

Thursday – Dr. Murders

Friday – will be a floating day; Dr Kirk will float and report to Carey Tucker

(There was also discussion of having regular Cabinet Meetings on East Campus)

- Employee Response to students/guest/other employees who don't follow re-opening guidelines – The Cabinet is in the process of developing tools / guidance in this matter (Dr. Wallace will do more research and report back)

B. Annual Goals – Dr Wallace gave an update on his annual goals which were presented at the SouthArk Board Retreat:

- Student Success
- Diversity, Equity, and Inclusion
- Sustainability
- Community

Dr. Wallace informed the Cabinet to think about how their departmental goals would align with his (Dr. Wallace will revisit “how all goals work together collectively” and integrate into Weave)

- C. Faculty Load for Fall '20 – Dr. Stephanie Tully-Dartez will run a faculty load report and send to Dr Wallace
- D. SREB Salary Review – Dr. Wallace would like to do a review of SouthArk’s pay plan to see how it aligns with SREB (he wants to know how SouthArk compares regionally and also with SREB)
- E. SouthArk Lead Books – Dr. Wallace will review the current books being used for the Leadership Class, and will report back to the Cabinet (during Convocation, he will also encourage people to apply for the class)

VPAA

- A. Spirit Award – The nomination for the Sprit Award comes from the Office of the President. Dr. Wallace will talk more on this during College Conversations
- B. Convocation Topics – The Cabinet discussed topics for Convocation (a sign-up sheet will be required for both sessions)
- C. Communication Plan for Students – A communication plan for students is being finalized (will utilize the web and social media)
- D. Greeter Plan – A greeter plan was shared with the Cabinet
 - all greeters will be updated on any changes
 - tables will be set-up at specific locations on campus along with I-Pads to help assist students
 - greeters will have masks to give out to students
 - Heath Waldrop and Charley Hankins will have running slides on the web (Dr. Moore will follow-up on all advertising)

VPSS

- A. Enrollment Update – Data was shared with the Cabinet (Dr. Stephanie Tully-Dartez will develop a detailed report to include historical course enrollments)
- B. Recruitment/Advising/Registration – Walk-In week starts August 10th
- C. Title IX (ACC/SUNY Partnership) – SUNY is providing a 10% discount for Arkansas schools that sign-up for memberships to access their Title IX resources
- D. Athletics – “The athletics COVID-19 Action Team” had their first meeting last week. The team will meet weekly, and are developing safety protocols for practices and games

VPFA

- A. HR Updates – Data was shared with the Cabinet (available positions are listed on the web)
- B. Facilities Updates:
 - Currently waiting on the fire alarm for the gym (the gym is closed until the alarm is installed)
 - Paint is being removed from the entry/exit doors on the classroom building
- C. Mask wearing outside – If you are at least 6 feet apart outside, no mask is required
- D. Building Leads – Data was shared/reviewed with Cabinet (Kathy Modica will schedule a time for Dr. Wallace and each Building Lead to do a walk through and make notes of needed repairs)
- E. Bookstore/Financial Aid/Business Office operations –
 - Financial Aid has been processed and is ready for students
 - The Cabinet can assist with issuing books – Monday – Friday from 12:00 p.m. – 6:00 p.m.
- F. Hiring Process – Information on all new hires (especially adjuncts) should be submitted to HR immediately upon hiring
- G. P Card – The upfront \$250 on P Cards without a PO has been approved

AVPA

- A. Room List – Dr. Murders will send Dr. Kirk a list of rooms that will have adjuncts (computer equipment will be available)

AVPIP/AS

- A. Enrollment Numbers by Academic Division / Department – Data was shared with the Cabinet (the enrollment report will be sent to Dr. Wallace later)

III. Grant Updates/Progress Reports

- A. Grant Development
- B. **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline)** – Dr. Tully-Dartez
- C. **DOJ (Department of Justice) Consortium**– Dr. Moore – Received Bystander Prevention video approval from DOJ; Interview Team is reviewing applicants for Advocate position
- D. **Verizon** - Dr. Murders
- E. **Delta Regional Authority (DRA)** – Culinary – Dr. Tully-Dartez
- F. **Early College/Career Coach grant** – Dr. Moore - Concurrent – Reaching out to High School Counselors for student enrollment documents
- G. **Mentor-Links Grant** – Dr. Murders
- H. **Career Pathways** – Dr. Moore – Preparing for Summer Book return and Fall pick-up Books on July 30th and August 13th
- I. **Upward Bound** – Dr. Moore – Planning for Saturday Programming to begin August 22nd
- J. **NSF Grant** – Dr. Murders
- K. **JAG (Jobs for America's Graduates)** – Dr. Moore

IV. Announcements