

Cabinet Meeting – October 7, 2020
West Campus 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 – September 16, 2020 – Approved with minor edits

President

VPAA

- A. Request that BSTD - 0603 English I be removed as the prerequisite for BUSI -1003 American Enterprise System and be replaced with ENGL - 1113 Composition I – Being discussed - tabled until next meeting
- B. Change all EMA courses from COMM to MMAT (Multimedia Arts and Technology) – Being discussed - tabled until next meeting
- C. Request Approval of revised Faculty Evaluation – Tabled until new APM Form is submitted

VPSS

- A. Culinary Students Activity (On-Site – Halloween Open House Walk-thru Event) – Event will be held on October 29th - Noon to 4:00 p.m. - Approved

VPFA

- A. APM 2.52 – Remote Work (Tele-Communting) - Approved

AVPA

AVPIP/AS

- A. Nominations from Nominating Committee – Approved
- John Bourn
 - Joy Dupont
 - Mike Laws
 - Barry Bagwell
 - Connie Short
 - Christy Cottrell

II. Discussion

President

- A. Vector Control Cost (Culinary Building) – follow-up – Being reviewed
- B. Warren Site Visits / Cabinet Work Days – follow-up – Cabinet will notify Kathy Modica of their schedule for Warren Site Visits
- C. Burning Glass Report – Cabinet was asked to review the data provided
- D. SACC-All Emails – More SACC-All emails have been sent out without the proper approval from a Cabinet Member (SACC-All Emails should have approval from a Cabinet Member before being sent)
- E. Review of plans to go to Remote Instructions on 11/23 – Cabinet reviewed the Remote Instructions (Faculty must adhere to work obligations after November 23rd)

- F. Re-Org Plans – Revised Organizational Charts/Plans are being developed (new/updated information will be sent out)
- G. Board Work Day (10/20/20) – The agenda/plans for the Board Work Day were shared with the Cabinet
- H. College Conversations Fall 2020 – Fall College Conversations will be held by Microsoft Teams in early November (more detailed information will be sent out)
- I. Spirit of SouthArk President’s Award – Information was received/reviewed by Cabinet (more detailed information will be sent out)
- J. Suggested APM changes for Grants – Recommended updates/changes were reviewed by the Cabinet and will be forwarded on to the proper committee
- K. Emergency Response Plan – Simulated responses will be planned, performed, and reviewed within the next ninety (90) days

VPAA

- A. Graduation – Several options for the Fall 2020 Graduation were discussed (a virtual hybrid commencement is being planned)
 - i. Location
 - ii. Date
 - iii. Speaker – being discussed
- B. Spring Registration Dates – A potential date of November 2nd is being considered
- C. Nurse Pinning Ceremony – A virtual hybrid ceremony is being considered
- D. Faculty Regalia – The purchase of new regalia for faculty was discussed
- E. Ambulance/Mobile Training Center for EMSP – SouthArk has the opportunity to purchase an Ambulance for training purposes (details/specifics were discussed by the Cabinet)
- F. Alcohol in Culinary Curriculum – A proposal for the purchase of alcohol to be used for cooking purposes was presented and reviewed by the Cabinet. (Board Policies and the APM will be reviewed)
- G. OER (Open Education Resources) – Being discussed
 - would be a savings perspective for the students
 - would have to be faculty driven
 - would have to be piloted with a program

VPSS

- A. Longitudinal Enrollment Discussion (w / Drs. Murders & Tully-Dartez) – Data was presented and reviewed by the Cabinet
- B. Potential Activity (Criminal Justice Club) – Information was presented to the Cabinet for review
- C. Athletics (gym reopening; scheduled scrimmage for October 30th) – Preparations for the Grand Reopening of the Gym are being finalized.

A meeting has been scheduled for Thursday, October 8th to discuss the plans for the scrimmage game to be held on Friday, October 30th.

VPFA

- A. HR Update – Data was shared with the Cabinet (open/available positions are posted on the web)
- B. Facilities Update – Flynco is making repairs in the Administration Building
- C. P-Card Review – There are approximately twenty-seven (27) “P” Cards currently assigned to SouthArk employees (being discussed by the Cabinet)
- D. Employee Club – Being reviewed by the Cabinet (a meeting with officers will be scheduled)
- E. AACUBO (Arkansas Association of College and University Business Officers) Annual Meeting – Highlights were shared with the Cabinet
- F. Cash on Hand – Data was shared with the Cabinet
- G. Student Accounts Receivables – Data was shared with the Cabinet (uncollected funds from students)

- H. SouthArk Leave – The process of properly submitting leave forms will be reinforced (supervisors must monitor employees leave forms to ensure timely submittal)

AVPA

AVPIP/AS

- A. Facility Committee Voting Issues – All functions of Committees will need to be reviewed (a global clean-up will be performed)
- B. Cares Act Update – Fall 2020
- i. 445 student disbursements were sent to the business office
 - ii. Adrienne Lawrence is working with 15 students on correcting addresses
 - iii. need 480 students for complete pay out (based on last estimate)
 - iv. texts and emails have been sent to students
- Dr. Wallace approved for Adrienne Lawrence to send out one final email on Monday, October 12th - (with the hopes of getting responses from the last twenty students)
- C. Facilities Survey – Data from the survey was shared with the Cabinet
- 46 requests received from East Campus
 - 6 requests received from Warren
 - 143 requests received from West Campus
- (A complete summary of the Facilities Survey will be sent to Dr. Wallace)

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 – Planning for Domestic Violence Awareness Month Activities
- D. **Verizon** - Dr. Murders -
- E. **Delta Regional Authority (DRA)** – Culinary – Dr. Tully-Dartez
- F. **Early College/Career Coach grant** – Dr. Moore – Working on Concurrent Challenge Scholarship Rosters; Advertising for vacant Career Coach position at Lakeside School District
- G. **Mentor-Links Grant** – Dr. Murders -
- H. **Career Pathways** – Dr. Moore –
- I. **Upward Bound** – Dr. Moore – Saturday programming activities will continue virtually until further notice; 20/21 updated budget approved by DOE
- J. **NSF Grant** – Dr. Murders -
- K. **JAG (Jobs for America's Graduates)** – Dr. Moore – Amended budget approved from ADE (funds will be used for student planners and meal vouchers)
- L. **Perkins** – Dr. Moore – Provided workshop for work study students (communications and time management); Scheduling Career Prep Planning Services for students in SAS classes

IV. Announcements

- Domestic Violence Awareness Month – Activities - (October 6th, 7th, 15th, & 27th)
- ACT Testing – (Saturday, October 10th)