

Cabinet Meeting – November 4, 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 – October 21, 2020 – Approved with minor edits

President

VPAA

VPSS

VPFA

A. Generator for Computer Tech - Approved

AVPA

AVPIP/AS

A. IRB Request for U of A student - Approved

II. Discussion

President

A. Warren Site – The cost for expanding is being reviewed

- Adult Ed need:
 1. Testing Room
 2. Break Room
 3. A larger Room for ELS

- Nursing need:
 1. Lounge/Break Room
 2. Larger Class Room (social distancing)

B. Stipend for Marketing Support – Discussed by the Cabinet

C. Holiday Leave Plans

- Thanksgiving Week Class Schedule (No classes the week of Thanksgiving)

D. Christmas Trees – SouthArk Christmas Tree competition was discussed by the Cabinet

- Secret Santa

E. State Chamber Membership Review – The Cabinet discussed cost/benefits for State Chamber Membership

- Other Chambers

F. BOT Meeting Prep – The Board of Trustees Meeting will be held on Tuesday, November 17th.

- Student / Faculty Features at BOT Meeting

G. Holiday Meal / Gift Discussion Continued

H. Gym Grand Reopening / Spirit of SouthArk President's Award

- The Gym Grand Reopening was a success
- The Spirit of SouthArk Award is scheduled for Friday, November 13th – Mr. William R. Howard is the 2020 recipient

- I. Ambulance Donation / Purchase – The finalization for the purchase is almost completed
- J. Survey from ADHE / Governor's Request – Information was shared with the Cabinet

VPAA

- A. Advisory Board Participation – Dr. Murders will set up a meeting to discuss the standardized structure of SouthArk participants on each Program Advisory Board
- B. Warren – The facilities / space in Warren was discussed by the Cabinet
- C. Spring Break – Plans for Spring Break are still on the calendar
- D. Stipends for Additional Duties – Being discussed by the Cabinet
- E. Graduation / Pinning / PTK Ceremonies – Update- Final preparations are being done (virtual ceremonies)
- F. Convocation – Dates are being discussed (a replica of the Fall procedures is being considered)
- G. Curriculum Change Process – Data was shared with the Cabinet
- H. Social Media Accounts – All Social Media should be approved by Dr. Wallace or Heath Waldrop in advance

VPSS

- A. Spring Advising / Registration -
 - plans after Thanksgiving Break – options for in-person advising for students will be available
 - concurrent enrollment – currently being made available
 - cohort registration – data was shared (Health Science)
- B. Basketball Scrimmage Update – A recap meeting has been scheduled for Thursday, November 5th in order to discuss more options

VPFA

- A. HR Update – Data was shared with the Cabinet (a complete listing of available positions is on the web)
- B. Facilities Update
 - Door Locks – Locks for the classrooms were discussed by the Cabinet
 - CARES Funds – Data shared with the Cabinet included a breakdown of all disbursements of the CARES Funds

AVPA

AVPIP/AS

- B. Pre-term Enrollment Report – Data was shared with the Cabinet
 - C. CARES Act wrap up for students – Students were identified and information for processing of funds was sent to the Business Office
 - 642 checks – Spring Semester
 - 256 checks – Summer Semester
 - 486 checks – Fall Semester
- At this time, SouthArk has completed the distribution of all CARES Act funding to students

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 – Awaiting approval to purchase Safe Colleges Software for prevention and awareness training; staff completed ACASA (Arkansas Coalition Against Sexual Assault) certification
- D. **Verizon** - Dr. Murders –
- E. **Verizon Foundation Grant** – Dr. Moore - Verizon Food Pantry Grant – planning for student food distribution prior to Thanksgiving break
- F. **Delta Regional Authority (DRA)** – Culinary – Dr. Tully-Dartez
- G. **Early College/Career Coach grant** – Dr. Moore – Conducted interviews on October 29th for Lakeside Career Coach Position
- H. **Mentor-Links Grant** – Dr. Murders -
- I. **Career Pathways** – Dr. Moore – Recently assisted students with gas vouchers in the amount of \$1,700
- J. **Upward Bound** – Dr. Moore – Staff participated in RMA Technical Assistance Webinar on October 30th
- K. **NSF Grant** – Dr. Murders -
- L. **JAG (Jobs for America's Graduates)** – Dr. Moore – Career Coach in cross-training with advisors
- M. **Perkins** – Dr. Moore – Researching opportunity to utilize funds for health science simulation lab

IV. Announcements

- SouthArk Graduation – ECC -Thursday, December 10, 2020 (two sessions – 1:00 p.m. and 4:00 p.m.)
- ARNEC Pinning Ceremony & Warren PN Ceremony – ECC - Thursday, December 10, 2020 – 9:00 a.m.
- PTK Induction Ceremony – ECC - Wednesday, December 9, 2020 – 6:00 p.m.
- November Book Drive (Boss/Brotherhood of Scholarship & Service Student Club
- Starting in November, Career Services functions will be held on Thursdays in the Learning Center (ADMN – 109C)
- Perkins Compliance Review – November 12, 2020 (will be conducted virtually)
- Career Services – Thursday's & Friday's – ADM 109 C