

**Cabinet Meeting – May 19, 2021**  
**TEAMS – 9:30 a.m.**  
**Minutes**

Present	Absent	Cabinet Member Name
X		President, Dr. Bentley Wallace
X		VP for Academic Affairs (VPAA), Dr. Stephanie Tully-Dartez
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

**I. Action**

A. Approval of Minutes – May 5, 2021 – Approved

President

VPAA

- A. Summer Heerf II – (Single disbursement for Summer I and Summer II) - Approved
- B. Course Evaluation Kit (Software purchased - Heerf Funds) - Approved
- C. CDW-G Heerf II Funds Order (New Technology) - Approved
- D. APM 3.06 – Syllabi i. *Motion*: To update APM 3.06 to include 3.06a-Master Syllabi & 3.06b-Course Syllabi guidelines and approve text for a standardized 3.06a procedure for all sections of a course for assessment, accreditation requirements, and course transfer. (Note: The Course Syllabi section guidelines will not be updated at this time). - Approved
- E. Multiple Measures i. *Motion*: To approve the text change to catalog 2020-2021 to improve accessibility, student success, and retention, as multiple measures will be used to place students in gateway courses. The changes will be made for the 2021-2022 catalog. Approved
- F. Academic Appeals Process - Approved
- G. EMAT Course Changes i. To approve the proposal to remove Composition I (ENGL 1113) as a pre-requisite to Scriptwriting EMAT 1013 (*originally requested as COMM 1013*).  
ii. To approve a proposal to create two new Special Topic Courses – EMAT 2903 and EMAT 2913 (*originally requested as COMM 2903 and COMM 2913*). - Approved
- H. Faculty Handbook – Approved

VPSS

- A. Assistant Registrar Position - Approved
- B. Upward Bound Summer Trip – (Parent Orientation required; CDC Guidelines to be followed) - Being reviewed by the Cabinet

VPFA

- A. Re Opening Phase 3 – Data was shared with Cabinet (New Guidelines/information will be sent out starting Summer I- June 1<sup>st</sup>) - Approved
- B. Bookstore Manager – (options for replacement being reviewed) – Approved

AVPA

**II. Discussion**

President

- A. ACC Leadership – The ACC Leadership Institute provides leadership and advocacy training - Valerie Nation, Controller, has been nominated to attend.
- B. McWilliams House – The new Student Center (plans for advertising being planned)

C. Vacation Schedule (Dr. Wallace)

- Friday, May 28<sup>th</sup>
- June 25<sup>th</sup> – July 2<sup>nd</sup>

D. President's & Chancellors Retreat – (attendance in early July)

E. Outdoor Expo / 911 Memorial – September 11<sup>th</sup> – (discussion meeting with city officials – Thursday, May 20<sup>th</sup> – 7:00 a.m.)

F. Cabinet Meetings on the first Wednesday of each month – Cynthia Reyna and Heath Waldrop will now attend; Linda Lephiew will attend on the third Wednesday of each month – East Campus (invites will be sent out)

G. Heerf Funds – Broadband Program will provide a discount of up to \$50.00 per month for broadband services to eligible students (The Cabinet is discussing options for delivering this information to students. Dr. Wallace will also be sharing a link.)

H. Board Meeting – The Board approved a 2% pay increase for eligible SouthArk employees in the May 2021 Board of Trustees Meeting (HR will send out more detailed information)

I. Building Walkthrough – The AMTC (Advanced Manufacturing Center) on East Campus - is next up for the building walkthrough – Tuesday, June 1<sup>st</sup> – 9:00 a.m.

VPAA

A. Strategic Plan Timeline

- Data is being collected for a complete timeline
- July 27<sup>th</sup> – HLC – virtual
- Board Retreat (to be determined – last 3 Friday's in July)
- Planning Council Retreat – June 17<sup>th</sup>

B. Graduation Recap – Planned for next week (information will be sent out)

C. 2021 Career Coaches Grant Pre-Approval Form – Due Friday, May 21<sup>st</sup>

VPSS

A. Student Housing RFQ Update (scope being determined)

- Location
- Finance

B. Main Street El Dorado Events – SouthArk has been given the opportunity to participate/partner in the upcoming summer events (a concrete/specific plan is to be developed)

C. Athletics – (tryouts)

- softball – May 29<sup>th</sup>
- baseball – May 27<sup>th</sup>

VPFA

A. HR Updates – Available/open positions were shared with the Cabinet (a complete listing is on the web)

B. Facilities Updates

- New water fountains are being installed in all buildings
- Repairs in the Administration Building have been completed (move back in date – May 24<sup>th</sup>)
- Gym roof will be completed by the end of May
- Generator Test – went well

AVPA

A. Fiber Project – Bids are being developed/reviewed

B. CNet Partner Training:

- June 24<sup>th</sup> – full day
- July 14<sup>th</sup> – half day

### **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 summer activities, including new student orientation
- D. **Verizon** – Dr. Tully-Dartez
- E. **Verizon Food Pantry Grant** – Dr. Moore – Conducted student food distribution on May 12<sup>th</sup>
- F. **Delta Regional Authority (DRA)** – Culinary – Dr. Tully-Dartez
- G. **Early College/Career Coach grant** – Dr. Moore – Enrolling concurrent students for summer and fall terms
- H. **Mentor-Links Grant** – Dr. Tully-Dartez
- I. **Career Pathways** – Dr. Moore – Successful State Review
- J. **Upward Bound** – Dr. Moore – Planning for student graduation ceremony
- K. **NSF Grant** – Dr. Tully-Dartez -
- L. **JAG (Jobs for America's Graduates)** – Dr. Moore – Preparing for summer bridge program
- M. **Perkins** – Dr. Moore – Finalizing the SimCapture subscription agreement for Health Science program

### **IV. Announcements**

- Upward Bound Graduation (6pm, May 20<sup>th</sup> /Heritage Plaza)
- Rotary at SouthArk - Culinary Program (12pm, May 24<sup>th</sup> on East Campus)
- Baseball tryouts (3pm, May 27<sup>th</sup> at the Recreation Complex)
- Softball tryouts (2pm, May 29<sup>th</sup> at the Recreation Complex)