Cabinet Meeting – June 16, 2021
Workforce Building-East Campus #121 – 8:30 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 – June 2, 2021 - Approved

President

VPAA

   A. Teaching / Dual Credit Position - Approved

VPSS

VPFA

AVPA

II. Discussion

President

   A. VPFA Transition – A committee is being formed for the selection process of the new VPFA
   • Current responsibilities of the VPFA are being distributed out among staff (specifics will be sent out)
   • The new VPFA should be on campus by the end of the Fall Semester
   B. New Student Orientation – June 23rd & 24th – Everyone encouraged to participate
   Volunteers needed:
   1. Welcome Students – (Dr. Wallace will deliver the welcome on both dates)
   2. Participate in the Resource Fair
   C. El Dorado Conference Center (ECC) – A negotiation of a 30-day contract is in place
   D. Global Calendar of Events – Being discussed
   E. Enrollment – Everyone is encouraged to continue working/assisting with enrollment

VPAA

   A. Planning Council Retreat Updates:
   • Date – June 17, 2021
   • Location – Murphy I
   • Box Lunch
   • Main Focus – (Intro to Shared Governance in the upcoming year)
   B. Progress of Summer Reorg Discussions – A task list is being created (both campuses) – information will be sent out upon completion

VPSS

   A. New Student Orientation Sessions – June 23rd, June 24th (email has been sent out)
   B. Upward Bound Updates:
   • Summer Orientation – June 17th

- Summer Trip – still being planned

C. Student Housing Feasibility Study (next steps) – Clarification on the study is completed
D. Athletics Updates:
  - Coaches are making great progress with tours
  - 12 softball commits
  - 25 baseball commits
  - 12 women basketball commits
  - 21 men basketball commits
  - A camp is being discussed

VPFA
A. HR Updates – Available/open positions were discussed (complete listing is on the web)
B. Facilities Updates:
  - new water coolers are installed (more work will be done to enhance the look)
  - Chiller – currently not working; Johnson Control has been contacted
  - Roofing Projects – are being competed
  - HR (Human Resources) – need a private space/room for visitors
C. Administrative Offices – Office moves are being discussed (changes/updates will be sent out)
D. United Way – The replacement of a new representative being discussed (new rep will replace Carey Tucker on United Way)

AVPA
A. IT Updates:
  - Blackboard – Authentication is completed
  - Jenzabar – The server is going from a 2012 version to a 2019
  - Timing of email delivery – Being looked into
  - Firewall – The firewall protection has been upgraded (IP addresses have been blocked)
  - Malware Protection – Is being replaced

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 to attend upcoming virtual TTI (Technical Training Institute) June 16-18
   D. **Verizon** – Dr. Tully-Dartez
   E. **Verizon Food Pantry Grant** – Dr. Moore – Discussing summer distributions for students and long term plans
   F. **Delta Regional Authority (DRA)** – Culinary – Dr. Tully-Dartez
   G. **Early College/Career Coach grant** – Dr. Moore – Awarded FY 22 Career Coach renewal grant for $196,284
   H. **Mentor-Links Grant** – Dr. Tully-Dartez
   I. **Career Pathways** – Dr. Moore – Submitted FY 22 budget
   J. **Upward Bound** – Dr. Moore – Summer program scheduled to begin June 21st; currently advertising for UB Director
   K. **NSF Grant –** Dr. Tully-Dartez -
   L. **JAG (Jobs for America's Graduates)** – Dr. Moore – Conducted summer bridge program June 7-10
   M. **Perkins** – Dr. Moore – Finalizing the SimCapture subscription agreement for Health Science program

IV. **Announcements**