

Cabinet Meeting – February 7, 2023
ADM Board Room – 8:15 a.m. – 11:00 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), Interim-Dr. Stephanie Tully-Dartez
X		VP for Finance & Administration (VPFA), Mr. Michael Armstrong
X		Associate VP for Finance (AVPF), Mr. John Baine
X		Associate VP for Administration (AVPA), Dr. Tim Kirk
X		Guest: Heath Waldrop

I. Action

A. Approval of Minutes – January 17, 2023 – Approved with minor edits

President

A. Workforce Center Administrative Specialist Position – Approved

VPAA

A. Academic Calendar 23-24 – Calendar to submit to Faculty - Approved

VPFA

AVPF

AVPA

SHARED GOVERNANCE

II. Discussion

President

A. Updates – Health Waldrop

1. The McWilliams House

- McWilliams House name has been changed to “Star Base 314”
- The back yard space of the McWilliams House has been changed to “The Outer Space”
- Publication of the new names to begin
- Signage being developed

2. Operation Plan-It

- Project – Career Accelerator Rebranding

3. Student Recruitment

- Recruiting in Junction City last week
- Recruiting in Warren is up coming
- Applications being received for the Ambassador Scholarship (Deadline – March 1, 2023)

B. ACC Awardee Nominations – Due Date – June 1st

- Outstanding Staff – (to be reported from Michael Armstrong)
- Alum (to be reported from Cynthia Reyna)
- Alum award is no longer presented at the conference
- Kathy Modica to set up a meeting with Cynthia Reyna & Dr. Wallace (info on alum)

C. Legislative

- Continuing to monitor updates on the “House Bill” for name change of South Arkansas Community College

VPAA

A. Library Community Education

- Discussed by the Cabinet

VPFA

A. HR Updates

- Open Positions – Discussed by the Cabinet (complete listing on the web)

B. Facilities Updates

C. Leave Without Pay Policy

- Implementation of a policy discussed by the Cabinet

D. FMLA (NGA will review initial FMLA Paperwork/Situation going forward)

- HR Procedures being reviewed

E. Jenzabar Specialist for FY23-24

- Proposal for new position (duties: all aspects/modules of Jenzabar)

F. Budget Worksheets

- Worksheets have been issued
- Due – February 17th

AVPF

Updates:

- Working on updates to report at next meeting

AVPA

Updates:

- Continuing to work with Jenzabar Support
- IT Building – Rooms (203, 209) – carpet needs to be removed

III. Announcements: