

**Cabinet Meeting – April 4, 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), Interim- Ms. Ann Southall
X		Associate VP for Administration (AVPA), Dr. Tim Kirk
Guests		Cynthia Reyna, Heath Waldrop, David Campbell, Dr. Cassandra Tavorn, Kimberly Moore, Vincent Dawson, Michele Hildreth

**I. Action**

A. Approval of Minutes – February 21, 2023 - Approved

President

VPAA

A. ACC Proposal for Presentation – Bringing AR to your Classroom - Approved  
(Chelsey Turner & Jessica Brown)

Interim-VPSS

VPFA

Interim-AVPF

AVPA

SHARED GOVERNANCE :

- A. APM 1.10 Shared Governance - Planning Council Purpose/Functions updates - Approved  
APM 3.18 Distance Education Policies and Procedures Manual to be deleted from the APM - Approved  
APM 2.23 Leave Procedures (Redlined) - Approved  
APM 2.23b Communicable Disease Policy (Redlined) - Approved  
APM 2.53 Hiring Procedures and Processes (NEW) – Tabled as requested by VPFA  
APM 2.54 Human Resources Coordinated and Facilitated Professional Development (NEW) - Approved
- B. HS003-11212022 MEYER – Changing of prefixes for Kinesiology (BIOL to KINS) - Approved
- C. CTE017-11172022 WINN – Replacement Syllabi for ACAP program - Approved

**II. Discussion**

President

- A. Special Meeting of the Arkansas Higher Education Coordinating Board – Viewed by Zoom
- Transition in Leadership of Director
  - Timeline of identifying a new Director
- B. Updates:
- Cynthia Reyna - Foundation
- Saturday, September 9<sup>th</sup> – Expo (solicitation for sponsorships has begun)
  - Donor Scholar Luncheon – April 27<sup>th</sup> – ECC Murphy III

- Four new proposed Foundation Board Members
- \$91,000 currently in Scholarships

#### Heath Waldrop – Marketing and Public Relations

- SouthArk’s Name Change – “South Arkansas College” - was made public Friday, March 31<sup>st</sup>
- Changes are being made on the web
- “The Big 96 College Tour” is upcoming (more to come)
- Following up with potential students

#### Operation Plan-It “Housing” – Dr. Tavorn, Vincent Dawson, Kimberly Moore, Michele Hildreth

- Goal is to determine to the most feasible options for adding student housing
- Student Interest / Experience Survey – Being developed
- Survey to surrounding Institutions has been developed and sent out:
  - Link was shared for the survey
  - All data will be reviewed once received

#### David Campbell – Computer Services

- Microsoft Office 365 – A5 License (Benefits of moving from A3 to A5)
  - Enhanced cyber security
  - Enhanced productivity measures
  - Enhanced home portal anti-virus protection
  - Cloud Apps
  - CDW would handle the transition (cost to be reviewed)

C. MOU Signing – SouthArk to sign MOU with the El Dorado Chamber of Commerce (April 4, 2023)

D. New Student Representative for VPSA Search Committee – Nealey Elkins

E. Budget – The Board of Trustees approved the Budget Plan for one year

- Another meeting to be scheduled with the Board on “Inclusive Access Fees”

F. RFP –Request for Proposal of SouthArk Housing to be developed

#### VPAA

#### VPFA

A. HR Updates

- Open Positions

B. Facilities Updates

#### Interim-AVPE

Updates:

- Researching entries for closing out
- Auditors to come April 12<sup>th</sup> & April 20<sup>th</sup> – (Procurement)

#### AVPA

Updates:

- Bids for flooring in campus buildings are upcoming

### **III. Announcements:**