

Cabinet Meeting – August 14, 2023
ADM Board Room – 3:30 p.m. – 5:30 p.m.

Minutes

Present	Absent	Cabinet Member Name
X		President, Interim – Dr. Stephanie Tully-Dartez
X		VP for Academic Affairs (VPAA), Dr. Stephanie Tully-Dartez
X		VP for Student Affairs (VPSA), Mrs. Jenny Sanders
X		VP for Finance & Administration (VPFA), Mr. Michael Armstrong
X		Associate VP for Finance (AVPF), Ms. Ann Southall
X		Associate VP for Administration (AVPA), Dr. Tim Kirk
Guest		Gabe Schroeder, Christy Wilson, Heath Waldrop, Cynthia Reyna

I. Action

- A. Approval of Minutes – July 18, 2023 – Approved

II. Discussion

A. Marketing and Public Relations Report

- a. Class of 2024 High School Graduates currently looking at attending SouthArk.
- b. Around 5 new students from Heavy / Medium Truck Program advertising; should expect more students next fall due to late promotion this term.
- c. New vinyl signs delivered to campus for South Arkansas College rebrand.

B. Foundation Report

- a. \$10,000 - \$12,000 more in EXPO sponsorships than previous year.
- b. Increase in funds will go toward increasing paid advertisements for EXPO.

C. Institutional Effectiveness / Research Report

- a. Community Education has been moved to be the responsibility of the Mahony Family Library.
 - i. Community Education classes are full for the Fall term.
- b. The quantity of both concurrent credit and first-time enrolling students has increased this term.

VPAA

A. Convocation

- a. Heather McGarity, Allison Dolden, and Brandi Cotterman will speak at Convocation on Business Office, Procurement, and Human Resources updates respectively.
 - i. Dr. Tully-Dartez allocated 15 minutes to their presentation.
- b. Michael Armstrong proposed that Mary Kate Sumner could speak on University Gear Shop and eCampus updates at Convocation.
 - i. Dr. Tully-Dartez allocated 10 minutes to her presentation.
- c. Dr. Kirk or David Campbell will provide an update for the IT department focusing on Office 365 and Windows 11.
- d. Dr. Tully-Dartez announced that Convocation will begin at 8:10 a.m. since it falls on the same day as the first day of school for the El Dorado school district.

B. Recommended Attendees for ACC, HLC, and JAM.

- a. Brandi Cotterman will be added to the list of recommended ACC attendees. Dr. Kirk and Ann Southall will evaluate the need for staff in their departments to attend.
- b. The Cabinet discussed adding someone from the Business Office to the list of HLC attendees; will be revisited at a later date.

- c. Dr. Kirk, Ann Southall, Heather McGarity, Brandi Cotterman, and the next Vice President for Finance & Administration will be added to the list of recommended JAM attendees.

C. Michael Armstrong's Departure

- a. Foundation and Board of Trustees reports will be prepared before Michael Armstrong's departure.
- b. Michael Armstrong will continue to work with University Gear Shop as they prepare to open.
- c. The Business Office, Human Resources, IT, and Physical Plant are all running standard business. All are reporting to Dr. Tully-Dartez until a new plan can be created.
- d. Dr. Tully-Dartez will meet with Barry Bagwell to create a plan for El Dorado Conference Center reporting.
- e. The Cabinet discussed custodial and security needs in Michael Armstrong's absence.

VPSA

- A. SouthArk has not received a list from the El Dorado Promise regarding which students will be receiving aid from them; students are set to be dropped from classes for no payment on Wednesday, August 16.
 - a. Students who graduated from El Dorado High School during the time that the El Dorado Promise has existed will be dropped from classes at a later date. Students who can not qualify for the El Dorado Promise will be dropped as they would be under normal circumstances.
 - b. The Cabinet discussed the option to have El Dorado Promise students use their book purchases to hold their place in classes.

VPFA

- A. Professional Service & Technology Training hours have been purchased through Jenzabar. SouthArk staff are encouraged to use training hours.
- B. University Gear Shop will be on campus from Tuesday, August 15 to Thursday, August 17 to set up the gear shop.
 - a. UGS will have a soft opening on Monday, August 21.
- C. Current bookstore will only be the gear shop. eCampus will be used for textbooks.
 - a. UGS can handle the receiving, buying back, and returns for eCampus textbooks.
- D. Central Supply has been moved to the Procurement Office on Hillsboro.

III. Announcements: