

MINUTES

**South Arkansas College
Cabinet Meeting
ADM 309 – Board Room
October 3, 2023 8:30 a.m.**

Cabinet Members Present: Dr. Stephanie Tully-Dartez, *Interim President/ Vice President for Academic Affairs*;
Jenny Sanders, *Vice President for Student Affairs*;
Dr. Tim Kirk, *Associate Vice President for Administration, CIO*;
Ann Southall, *Associate Vice President for Finance, Controller*

Cabinet Members Absent:

SouthArk Staff Present: Gabe Schroeder; Heath Waldrop; Christy Wilson; Cynthia Reyna; Brandi Cotterman

Others Present:

- I. Department Reports
 - a. Institutional Effectiveness/ Research Report – Christy Wilson informed the Cabinet of upcoming reporting due dates for her department.
 - b. Foundation Report – Cynthia Reyna reported that the Foundation’s work following EXPO has been going smoothly. She also reminded the Cabinet about the South Arkansas Gallery Collective which will take place at the El Dorado Conference Center on October 10 from 5:30 to 7:00 p.m. The event is a collaboration between South Arkansas College, the South Arkansas Arts Center, and the South Arkansas Historical Preservation Society.
 - c. Marketing & Public Relations Report – Heath Waldrop informed the Cabinet that he had found an inactive Facebook account for the Department of Workforce that he hadn’t obtained a login for. Dr. Tully-Dartez will send Heath contact information for people who may have the account login, and Heath will work with the Library to attempt a password reset since the account is listed with the email address for Community Education. Heath also requested that West Campus be cleaned up in some problem areas before the College Fair and Preview Day take place later this month.
- II. Action Items
 - a. Fall Mandatory Training Responses
 - i. Brandi Cotterman reported that the mandatory time card and leave training was successful, with 150 SouthArk employees participating in the training. She also reported that time cards for the month of September were less error prone than time cards before the training. – **Brandi will send a list of everyone who has not completed the mandatory time card training to the Cabinet for them to assist in ensuring that all employees have completed the training.**
 - ii. Brandi Cotterman also informed the Cabinet that the mandatory training through SafeColleges was on the right track. – **Brandi will send out a reminder to all employees about the training due in December.**
 - b. Heath Insurance Premium Increase – The AHEC Board approved an increase of health insurance premiums effective January 1, 2024. Brandi Cotterman presented the amounts for each increase to the Cabinet, as well as what the total increased cost to the college would be based on current employee plans. – **The Cabinet approved to pay the \$15 increase for all employees on the basic, employees only plan, increasing the cap to \$510.**

- c. Approve Minutes – September 19, 2023 – **Approved.**
- d. SafeColleges use for Title IX and Other Training – Jenny Sanders proposed that for the upcoming SafeColleges renewal, South Arkansas College should not renew the training for students, and should only renew the training for employees. This would save the college \$2,600, and Blackboard could be used instead to reach more students with training than could be reached with the existing plan. – **Approved.**
 - i. Dr. Kirk noted that his SkillSets Online account might be another option for student training.
- e. Trial Balance Reporting Issues – Dr. Kirk and Ann Southall reported to the Cabinet that the difficulties in trial balance reports was making progress toward a solution. – **South Arkansas College will work with Emrich Scroggins and Jenzabar for both accounting and technical solutions using the audited financials for fiscal year 2021/22 as a baseline.**

III. Discussion Items

- a. Gainful Employment Rule – Dr. Tully-Dartez notified the Cabinet that President Biden has returned the Gainful Employment Rule to Obama era standards. This could require South Arkansas College to provide additional information to students in promotional materials, among other requirements.
- b. Fleet Vehicles – Ann Southall reported an incident that occurred regarding a vehicle in the college's fleet and requested that the Cabinet consider a system where vehicles in the fleet would be reviewed monthly to ensure that they are operational. Members of the Cabinet will determine a plan for maintenance logging and will speak with the Physical Plant department on Wednesday, October 4 to create a plan for routine maintenance.
 - i. Dr. Kirk suggested that the college consider a beacon through their insurance to both save some money on insurance through a safe driving discount, and to track trips taken by SouthArk faculty and staff. He also proposed a once a semester safety inspection on all vehicles.

IV. Announcements

- a. The 2022-2023 CLERY report was submitted for DOJ, and copies were shared with members of the Cabinet.