

MINUTES

**South Arkansas College
Cabinet Meeting
ADM 309 – Board Room
November 28, 2023 9:00 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

Others Present:

- I. Action Items
 - a. Approve Minutes – November 7, 2023 – **Approved.**
 - b. Annual Salary Adjustments – After lengthy deliberation between the benefits and sustainability of an increase at a fixed dollar amount compared to a percentage based increase, as well as what should determine the eligibility for this year’s salary increase, the Cabinet chose to table the item until the next Cabinet meeting and include Brandi Cotterman, Director of Human Resources, in developing a long term plan for salary adjustments to ensure that SouthArk’s salaries can reflect the job market more closely.
- II. Discussion Items
 - a. HLC Attendees – Jennifer Schroeder was selected by the Cabinet to join Stephanie Tully-Dartez, Jenny Sanders, and Christy Wilson in attendance at the HLC 2024 Conference to develop her knowledge of SouthArk’s accreditation to prepare for potential increases in responsibilities relating to credit classes.
 - i. Justin Geurin was selected as SouthArk’s U-Lead representative for 2024 to develop community relationships and further his professional development.
 - b. Email Signature Template – Dr. Tully-Dartez requested that Gabe Schroeder explain the proposal. Gabe detailed the history of the project to help SouthArk employees have a more uniform email signature to improve brand recognition and remove any potential for misuse of email signatures. He stressed the importance for supervisors at the dean and director level to agree with the Cabinet on the proposal and it was decided that individual Cabinet members will communicate with their department’s supervisors what the expectations would be.
 - i. The new signature template will be announced during Spring 2024 convocation with a goal for full implementation by February 1, 2024.
 - c. Board Policy #5 Revisions – Dr. Tully-Dartez noted that portions of the Board Policy Governance Manual Policy #5 are contradictory or should be reconsidered on their own merit and inquired about the history of why the policies were written the way that they were. After some insight from Ann Southall and Dr. Kirk, it was determined that Dr. Tully-Dartez and Gabe Schroeder will continue to work on options for rewriting the policy with the Board of Trustees.
 - d. Holiday Coverage – A calendar was provided to the Cabinet to determine who would be on campus in the month of December to ensure that a Cabinet Member would be available at all times. Dr. Tully-Dartez requested that Ann Southall and Dr. Kirk ensure that security, IT, and physical plant have coverage for the month of December.

- e. Budget Timeline – Ann Southall provided a tentative schedule of due dates for fiscal year 2024/25 budget preparation for SouthArk budget managers to follow. The Cabinet had no requested edits, but the schedule is subject to change as we approach the deadlines.

- f. College Hours December 20 – Dr. Tully-Dartez noted that she would like to use the same process that had been used for the day before Thanksgiving the week prior, having the college be closed to the public all day with the exceptions of the Thomas Administration Building, El Dorado Conference Center, and Workforce Development Building, which were all open until noon, and asked the Cabinet if they knew of any issues that needed to be addressed.
 - i. Ann Southall noted that proceedings in the Business Office worked well with the system used for Thanksgiving, but that the Procurement Office had some issues processing P Card purchases during that time. Since the timeline for processing P Card purchases is even shorter in December, the Cabinet determined a plan to require greater supervision of P Card use for the month of December.
 - ii. Dr. Tully-Dartez informed that Cabinet that Human Resources reported no issues with the plan that was used for Thanksgiving.
 - iii. Jenny Sanders reported that Student Services also had no issues with the schedule used for Thanksgiving, and noted that there were very few students utilizing Student Services that day. Ann Southall concurred, noting that the Business Office had received very little traffic as well.
 - iv. The Cabinet agreed that the college would be closed to the public all day on December 20th with the exception of the Thomas Administration Building, El Dorado Conference Center, and Workforce Development Building, which will all be open to the public until noon.

- g. Academic Calendars – Jenny Sanders presented expanded Academic Calendars for Spring and Summer 2024, 2024-2025, and 2025-2026 to the Cabinet. She noted the inclusion of internal dates, which would not be shared in the public Academic Calendar, and payment deadlines. She also commended the SouthArk employees from various departments who had come together to collaborate on the project.

- h. Employee Loan Funds – Following the removal of the Employee Loan program approved in the previous Cabinet meeting, there were some funds left over in the account that have not been allocated. Ann Southall noted that the simplest solution was to move the funds to the general fund for future use. Dr. Tully-Dartez suggested that the college could offer mini-grants to departments that could use some of the funds for some innovation. The Cabinet did not come to a single decision, but Ann will be exploring the options suggested and determine what to do with the funds.