

MINUTES

**South Arkansas College
Cabinet Meeting
ADM309 – Board Room
January 30, 2024 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*;
Ann Southall, *Vice President for Finance & Administration*;
Dr. Tim Kirk, *Associate Vice President for Administration, CIO*

Cabinet Members Absent:

SouthArk Staff Present: Gabe Schroeder; Brandi Cotterman; Mary Kate Sumner

Others Present:

- I. Human Resources Items
 - a. Spring 2024 Mandatory Training – Brandi Cotterman reported to the Cabinet that four SouthArk employees did not complete the mandatory training due in December 2023. However, she suspects that one of the four was due to an email issue that led to them being unaware that the training was taking place. Ms. Cotterman and the Cabinet came to the conclusion that corrective action was needed, as well as a note on their annual performance review. Ms. Cotterman went on to present two options for mandatory training for 2024, one that assigns trainings for each semester, and the other which assigns trainings quarterly. – **The Cabinet approved the semester-based timeline for trainings to ensure that faculty who aren't on campus year-round are still able to complete the training.**
 - b. Employee Drug Screening – Ms. Cotterman noted the need for employees to be drug tested under various circumstances to ensure compliance with state law and the safety of those who work more hazardous jobs at the college. The Cabinet determined that a budget could be allotted for drug tests and there are viable locations to perform them locally. The HR office is in collaboration with National Park College's HR office, and the Arkansas Division of Higher Education, to determine the best method of implementation. – **The Cabinet requested that the HR office begin with drug tests following accidents, and more testing opportunities will be considered via shared governance.**
 - c. Discussion on Employee Performance Review – Ms. Cotterman informed the Cabinet that SafeColleges can administer annual performance reviews to be easily accessible later, and ease the process of completing them. It was determined that a budget for the purchase of this service could be provided, and SafeColleges will also offer a free trial to SouthArk to determine the usefulness of their system. Ms. Cotterman also noted that she hopes to provide supervisor training regarding performance reviews, and rewrite the content of the form to allow for higher reviews of employees.
 - i. Dr. Tully-Dartez noted that the faculty performance review system would not change, which Ms. Cotterman acknowledged and noted that her proposal would only apply to staff performance reviews. Dr. Tully-Dartez also noted that she appreciates the proposal in that updated performance reviews could assist college leadership with professional development offerings, accreditation with the Higher Learning Commission, and meeting regulations set by the Arkansas Division of Higher Education.
 - ii. **A separate meeting was scheduled between Brandi Cotterman and Cabinet members to discuss the SafeColleges option in more detail with a representative from SafeColleges.**
- II. Action Items
 - a. Approve Minutes – December 5, 2023 – **Approved.**

- b. Updates and Changes to the Pre-Health Science TC – Mary Kate Sumner presented the proposal to the Cabinet. The changes are intended to provide more options to students, and assist with transfers to other Health Science programs in Arkansas following a student’s completion of their two-year degree.
- c. Creation of the Pre-Health Science CP – This item was noted to serve the same function as item II b. **The Cabinet chose to approve both item II b and item II c together. – Approved.**
- d. APM 2.06 Health and Safety – Ms. Sumner informed the Cabinet that there had been a request for the person who submits a Cares Report to receive a copy of their submission for documentation.
 - i. Dr. Kirk noted that he would like to see either training on managing forms with sensitive information, or providing minimal information to ensure that sensitive information is not shared unnecessarily.
 - ii. Dr. Tully-Dartez also noted that Cares Reports should only ever be requested from Human Resources or Student Affairs, meaning that individuals who submit the report will not need a copy of it to distribute.
 - iii. **The Cabinet determined to allow for the creation of a notification to be sent to the person who fills out the form, but that the notification should not include any information that was submitted with the form.**
- e. APM 2.06a Campus Accident or Health Emergencies – The Cabinet requested that references to Health Science personnel serving in a medical capacity for both non-life-threatening and life-threatening illnesses and injuries be removed from the policy since many Health Science personnel are not authorized to perform in that manner. The Cabinet also requested that the call order in the event of a potentially life-threatening accident or illness be modified to list 911, campus security (999), then the first available Cabinet member. The Cabinet member contacted would then be responsible for notifying all other Cabinet members of the situation. – **Approved with edits.**
- f. APM 2.06b Accident/Illness Report – Ms. Sumner noted that this policy was simply being updated to fix the broken link. – **Approved.**
- g. APM 2.01 Employee Classification Changes – **Following discussion by the Cabinet as to whether employees should be classified as “Faculty and Non-Classified” or as “Faculty and Staff,” the item was tabled until the next Cabinet meeting.**
 - i. Dr. Kirk inquired as to the purpose of the policy’s existence. Ms. Cotterman explained that its purpose was to provide information regarding where SouthArk’s positions come from in relation to appropriations bills.
- h. Dissolution of Committees – Ms. Sumner informed the Cabinet that two committees, the Institutional Technology Advisory Committee, and the Facilities, Energy, and Safety Committee, had lost direction. She was proposing that the two committees be merged into the Operational Support Committee. This committee would support institutional operation through input on procedures and an annual review of the development and monitoring of a business continuity plan, emergency response plan, and facilities master plan. – **Approved.**

- i. Faculty and Staff Serving as Student Organization Advisors – Jenny Sanders presented the proposal to recognize those faculty and staff who contribute to student organizations by designating parking spaces for those employees.
 - i. Dr. Kirk noted that to have effective specialized parking, it must be enforced. He also noted the possibility of adding covered parking for the designated parking spaces as that might be greater incentive since it isn't as difficult to park near your building on SouthArk campuses.
 - ii. Dr. Tully-Dartez recommended that SouthArk do something to recognize those who contribute to student organizations, but that designated parking might not be the most effective method to incentivize faculty and staff to participate.
 - iii. **Jenny Sanders stated that she would work with the Student Government Association to provide a new proposal to Cabinet.**
- j. JAM Attendance – **After lengthy discussion of who from various departments might attend the Jenzabar Annual Meeting, the Cabinet ultimately determined that each member would evaluate who would be best to send from their departments while maintaining college operations, and a list would be compiled by the end of the week.**

III. Discussion Items

- a. New Employee Application Form – Ms. Cotterman informed the Cabinet that she had been working with Charley Hankins on a new application form that was fillable online instead of requiring a pdf be downloaded and then emailed to HR. She also noted that resumes, transcripts, etc. could be attached to the fillable form directly upon submission, easing the process for potential applicants. Ms. Cotterman stated that she would send the form to Cabinet via email for review and approval, and the form would see use following the closing of the President position on February 5, 2024.