

Cabinet Meeting – October 21, 2020
East Campus -WFD -103 8:30 a.m.
Minutes

Present	Absent	Cabinet Member Name
X		President, Dr. Bentley Wallace
X		VP for Academic Affairs (VPAA), Dr. Michael Murders
X		VP for Student Services (VPSS), Dr. Derek Moore
X		Vice President for Finance & Administration (VPFA), Mr. Carey Tucker
X		Associate VP for Administration (AVPA), Dr. Tim Kirk
X		Associate VP for Institutional Planning & Academic Support (AVPIP/AS), Dr. Stephanie Tully-Dartez

I. Action

A. Approval of Minutes – October 7, 2020 - Approved

President

VPAA

- A. Request that BSTD - 0603 English I be removed as the prerequisite for BUSI -1003 American Enterprise System and be replaced with ENGL - 1113 Composition I as a ***co-requisite*** (*changed from pre-requisite to prevent delay in graduation*) - Approved
- B. Change all EMA courses from COMM to EMAT (Entertainment Media Arts & Technology) (*changed from original MMAT to better represent EMA program*) - Approved
- C. Request Approval of revised Faculty Evaluation – APM Change Form submitted for signatures - Approved
- D. Graduation Plans (location, sessions, photographer) – Two Sessions for Graduation – 1:00 p.m. – 4:00 p.m. Date for Graduation – December 10, 2020 (details will be sent out) - Approved
- E. AV Equipment Purchase - Approved

VPSS

- A. Learning Center membership renewals – Data was reviewed by Cabinet (\$100 & \$125 Institutional Memberships) - Approved
- B. Contingency funds (Registrar M&O supplies - diplomas/covers) – For Two Commencements - Approved

VPFA

AVPA

AVPIP/AS

II. Discussion

President

- A. Walk-Throughs for SouthArk Buildings – First walk-through is scheduled for Friday, November 6, 2020 at 8:30 a.m. for the WHT (Ben Whitfield Classroom Building)
- B. Demolition of ACAP House – The BOT Real Estate/Facilities Committee will meet to discuss/approve the demolition
- C. McWilliams Cottage – Cabinet discussed plans of making the cottage operational
- D. Gym Reopening – Finalizations are being made for the grand reopening of the gym - scheduled for Thursday, October 29, 2020 at 11:00 a.m.
- E. Spirit of SouthArk Award – Scheduled for Friday, November 13, 2020 at 11:30 a.m. - Heritage Plaza (plans are being discussed)
- F. Employee Holiday Potluck – Several options were discussed by the Cabinet (COVID-19 will make plans different from the normal celebration)

VPAA

- A. Ambulance (Mobile Training Unit) purchase – The details are being completed for the purchase
- B. Program Strategic Action Plans – Working with programs on recruiting and marketing
- C. Student laptops for finals – The Cabinet discussed several options
- D. ARNEC Pinning Ceremony – Dates for the ceremony were discussed

VPSS

- A. Concurrent challenge fall billing / spring enrollment -Several options were presented/discussed by the Cabinet (the billing process for students with a current balance)
- B. Basketball Intra-squad scrimmage protocols – Data was shared/reviewed with the Cabinet
 - gym capacity – 25%
 - public restrooms – Whitfield Classroom Building
 - no concession
 - dressing rooms (players only in gym)
 - temperature check (coaches, players, game day staff)
 - security
 - tickets – pre-ordering
- C. Job description modifications – Data was shared/reviewed with the Cabinet

VPFA

- A. HR Update – Open/available positions were shared with the Cabinet (a complete listing is on the web)
- B. Facilities Update – The Gym, CT Building, and Health Science Building roofs are being reviewed for repairs (looking into combining for one big project)
- C. P Cards – Data was reviewed by the Cabinet

AVPA

AVPIP/AS

III. Grant Updates/Progress Reports

- A. Grant Development
- B. **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline)** – Dr. Tully-Dartez
- C. **DOJ (Department of Justice) Consortium**– Dr. Moore – Preparing for Silent Procession March - scheduled for October 27th – Domestic Violence Awareness month
- D. **Verizon** - Dr. Murders -
- E. **Delta Regional Authority (DRA)** – Culinary – Dr. Tully-Dartez
- F. **Early College/Career Coach grant** – Dr. Moore – Held Virtual FAFSA Night on October 19th; Interview Committee set for Career Coach position at Lakeside School District
- G. **Mentor-Links Grant** – Dr. Murders -
- H. **Career Pathways** – Dr. Moore –
- I. **Upward Bound** – Dr. Moore – Saturday programming activities will continue virtually until further notice
- J. **NSF Grant** – Dr. Murders -
- K. **JAG (Jobs for America's Graduates)** – Dr. Moore –
- L. **Perkins** – Dr. Moore –
- M. **Verizon Food Pantry Grant** – Dr. Moore – Team met on October 16th to discuss next steps

IV. Announcements

- October 27th at 12:00 p.m. – A Silent Procession for Domestic Violence Awareness month – ECC
- October 30th at 5:30 p.m. – Men's and Women's Basketball - Intra-Squad Scrimmage – SouthArk Gym