

**Cabinet Meeting – December 16, 2020  
East Campus – WFD Room 121 - 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 – December 2, 2020 – Approved

President

VPAA

VPSS

VPFA

AVPA

AVPIP/AS

**II. Discussion**

President

A. Dr. Wallace shared new 3D Digital Enhancements on SouthArk’s web of East and West Campus. (thanks to Heath Waldrop, Charley Hankins, and Mike Means)

B. Guest: Heath Waldrop and Cynthia Reyna - gave plans/updates for Marketing Outreach throughout the break.

1). Heath Waldrop – Heath stated that advertisement for the Spring semester is currently trending on Facebook, Pandora Radio, and Hulu TV. He also informed the Cabinet of the new web address, [www.Southark.edu/info](http://www.Southark.edu/info), created for students to conveniently submit their information and be contacted by phone or text. This site also has the capability of tracking the number of times visited, stated Mr. Waldrop.

2). Cynthia Reyna – Cynthia explained to the Cabinet how the entire Fall semester is used to report/list on the web the numerous scholarships awarded to students by the Foundation. She also stated that December is the month when the “Legacy in Plan Giving” and the “End of Year Giving” trends on Facebook as paid Apps. Every February, the SouthArk Foundation releases a video announcing the availability of scholarships, stated Ms. Reyna.

C. HLC Conferences – The budget is being reviewed for virtual attendance

VPAA

A. Blackboard Ultra Conversion – A draft version has been developed (still working with Ultra for finalization)

B. Convocation Schedule – The Cabinet will review a draft convocation schedule

C. External Workforce Training – A request for External Workforce Training has been received and is being reviewed by the Cabinet

- D. Ambulance Status – A draft “letter of intent” has been created for the Ambulance and is being reviewed
- E. Commencement Video – The video for graduation is being developed

#### VPSS

- A. Spring Advising / Registration Update – 75% of advising has been by phone
- B. Incomplete Grades Update/Process
  - 55 Incomplete Grades remains for Fall  
(more work will be done to improve the process)
- C. National Student Clearinghouse Reporting / Jenzabar Update – Errors remain in Jenzabar with the Clearinghouse Reporting (Dr. Kirk is working closely with Jenzabar representatives and will follow-up on the errors reported)
- D. Student Workers (spring) – The Cabinet discussed several options for increasing jobs/positions for work-study students (100% of Federal Work-Study Funds need to be utilized)
- E. Sidewalk Canopy (Gym to Whitfield) – The walking area from the Gym to the Whitfield building is not covered/sheltered from the weather (The Cabinet discussed a mobile canopy)

#### VPFA

- A. HR Update – Available/open positions were shared with the Cabinet (a complete listing is on the web)
- B. Facilities Update – SouthArk vacant lots will be cleaned up
- C. COVID 19 – New protocols are being reviewed/discussed 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 OVW progress report due on January 30<sup>th</sup>; Planning for Stalking Awareness month activities in January
- D. **Verizon** - Dr. Murders –
- E. **Verizon Food Pantry Grant** – Dr. Moore – Discussing Spring food distribution dates and best option for food pantry relocation
- F. **Delta Regional Authority (DRA)** – Culinary – Dr. Tully-Dartez
- G. **Early College/Career Coach grant** – Dr. Moore – Working on Spring Concurrent Enrollments; Conducting training with the new Career Coach at Lakeside School District
- H. **Mentor-Links Grant** – Dr. Murders -
- I. **Career Pathways** – Dr. Moore – Had a successful student book return; Assisting students with Spring Schedule and Support Services
- J. **Upward Bound** – Dr. Moore – Received approval from DOE to increase student stipends to \$50 up from \$40
- K. **NSF Grant** – Dr. Murders -
- L. **JAG (Jobs for America’s Graduates)** – Dr. Moore – Conducting interviews for Career Coach position
- M. **Perkins** – Dr. Moore – Applying to participate in Arkansas-Women Tech Educators Online Training

### **IV. Announcements**

- Starting in November, Career Services functions will be held on Thursday’s in the Learning Center (ADMN – 109C)