

Cabinet Meeting – March 3, 2021
TEAM Meeting - 8:30 a.m.
Minutes

Present	Absent	Cabinet Member Name
X		President, Dr. Bentley Wallace
X		VP for Academic Affairs (IVPAA), Interim-Dr. Stephanie Tully-Dartez
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
X		Guest: Ann Southall, Valerie Nation

I. Action

A. Approval of Minutes – February 17, 2021 - Approved

President

IVPAA

A. 3 Year Calendar Draft and Approval Plan - Approved

B. Motor Vehicle Commission Grant Application Approval - Approved

VPSS

A. Upward Bound Renewal – Approved Representative (Grant Writer) for the Upward Bound Renewal - Approved

VPFA

A. Tuition and Fees decision – No Increase at this time – Approved to submit to the Board

AVPA

AVPIP/AS

II. Discussion

President

A. Internal and External Communication – The communication needs to be more branded (and with logo)
Action Item – Kathy Modica will set up a meeting with the Deans, Dr. Moore, and Dr. Wallace

B. “What’s Happening” Content – The Friday Meetings are going well; the goal is to capture what’s going on in Departments/Divisions

C. Enrollment Forecast & STRADA Reporting – Data was shared of future plans

- Discussion on how to increase enrollment
- Ideas on how to increase what’s being desired
- According to the STRADA Data – more people want short term training programs
- Information was shared on two books suggested by STRADA to read:
 1. Demographics and the Demand for Higher Education
 2. The Agile College: How Institutions Successfully Navigate Demographic Changes

- D. Warren Campus Expansion
 - Currently waiting on expansion negotiations to be completed
 - MOU needs to be completed
- E. DEI Task Force Launch – Launched in February and is going well (Alejandra Munoz & Philip Shackleford are in charge)
- F. Spring Break – The prep work for Jenzabar updates will be done during this time
- G. Tuition / Fees Decision – No increase at this time - A proposal will be prepared and presented to the Board for approval
- H. VPAA Search – The search committee conducted interviews (via zoom) with five semi-finalist candidates and the list has been narrowed to two finalists:
 - Dr. Cliff Jones
 - Dr. Stephanie Tully-DartezFinal interviews will be scheduled for next week
- I. Vaccinations – According to ADHE, more vaccines for SouthArk employees have been received by the Hospital (more detailed information will be sent out)
- J. Board Meetings:
 - Board of Trustees Meeting – March 16, 2021
 - Budget/Finance Committee Meeting – Being planned
 - Real Estate/Facilities Committee Meeting – Being planned
 - Arkansas Higher Education Coordinating Board Meeting – April 23, 2021
- K. March 12th Planning Meeting – Tentative list of attendees to the March 12th Planning Meeting Discussion: Carol Mitchell, Sterling Claypoole, David Carty, Lillian Ellen, Cynthia Meyer, Jana Wright, Dr. Langston, Justin Murphree, Caroline Hammond, Brooks Walthall, Ray Winiecki, James Yates, Stephanie Tully-Dartez, Carey Tucker, Valerie Nation

IVPAA

- A. Flags Outside of the Library – The SouthArk flag needs to be replaced in front of the Library
Action Item – Kathy Modica will order a new SouthArk Flag
- B. Schedule in the Process of going live for Fall Registration – Advisors are scheduling appointments
- C. Faculty Scale / Degree – Discussed by the Cabinet
- D. HLC Update for Assurance Argument – Editors are in place: Philip Shackleford and Christy Wilson
- E. Regional Workforce Initiative, AR Future, Productivity Funding Exceptions – Due dates listed below:
 - Regional Workforce Initiative – Due by March 12th
 - AR Future – Due in two weeks
 - Productivity Funding Exceptions – Due in March
(calendar will be sent out)
- F. Document Clean Up Process for PII and Accuracy – Discussion of adequately protecting confidential information and the review for errors in the catalog and APM

VPSS

- A. SouthArk Phone Numbers Display – The main number for SouthArk (870-862-8131) - will appear on the caller ID when using any SouthArk phone, but calls made from personal cell phones may appear on the caller ID as Spam.
- B. ADHE File Submission - Verifications
- C. Student Conduct – The Health Science Handbooks are being reviewed for consistency

- D. Athletics – Listed below are items discussed and to be forwarded on to the Return to Play Committee for the remaining 4 home games:
- home team only – letting 2 guest per player attend the games
 - continuing social distancing

VPFA

- A. HR Update – Interviewing for custodial position on March 4, 2021
- B. Facilities Update
- Administration Building
 - Old Red Cross Building – Carpet is being removed
 - McWilliams House – Grant is being reviewed
 - AMTC – Cameras and cable are being put into place.
- C. Fiber Project – The bid process is being developed
- D. Next Budget – Next year's budget is being reviewed
- E. Current Budget – Being reviewed
- F. Stimulus Funds – A large portion of the college's stimulus will be used for increasing technology
- G. Payment for Degrees – The APM is being reviewed
- H. Faculty Pay Scale – 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 – Creating student videos and awareness activities
- D. **Verizon** – Dr. Tully-Dartez
- E. **Verizon Food Pantry Grant** – Dr. Moore – Student food distributions scheduled for March 3rd and 4th
- F. **Delta Regional Authority (DRA)** – Culinary – Dr. Tully-Dartez
- G. **Early College/Career Coach grant** – Dr. Moore – Planning for FAFSA Night activities
- H. **Mentor-Links Grant** – Dr. Tully-Dartez
- I. **Career Pathways** – Dr. Moore – Conducting Faculty Outreach to assist with student recruitment
- J. **Upward Bound** – Dr. Moore – Identifying speakers for Saturday Academy; reviewing absentee policy in relation to COVID-19
- K. **NSF Grant** – Dr. Tully-Dartez -
- L. **JAG (Jobs for America's Graduates)** – Dr. Moore – Student recruitment activities underway
- M. **Perkins** – Dr. Moore – Finalizing simulation technology opportunity for Health Science Program

IV. Announcements

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