

Cabinet Meeting – January 17, 2023
ADM Board Room – 8:30 a.m. – 11:00 a.m.

Minutes

Present	Absent	Cabinet Member Name
X		President, Dr. Bentley Wallace
X		VP for Academic Affairs (VPAA), Dr. Stephanie Tully-Dartez
X		VP for Student Services (VPSS), Interim-Dr. Stephanie Tully-Dartez
X		VP for Finance & Administration (VPFA), Mr. Michael Armstrong
X		Associate VP for Finance (AVPF), Mr. John Baine
X		Associate VP for Administration (AVPA), Dr. Tim Kirk

I. Action

A. Approval of Minutes – December 6, 2022 – Approved with minor edits

President

VPAA

VPFA

AVPF

AVPA

SHARED GOVERNANCE

II. Discussion

President

A. ACC Mid-Level Management Training

- 3 Training Sessions
- Dr. Wallace & Michael Armstrong will attend the “Finance Training Session” – 2/10/23
- Productivity Training Session will be held at SouthArk – March 7th
(Dr. Wallace to set up event with ACC)

B. ACC-Student Leadership Event

- SGA – Kimberly Moore & Tim Johnson to follow up

C. Preserve Arkansas Banquet

- Date – January 27, 2023 – Robinson Center – Little Rock, AR
- SouthArk to receive the “2022 Award for Excellence in Preservation Through Restoration”
(for the work/renovations on the 1905 Thomas Administration Building)
- Dr. Bentley Wallace and others heavily involved with the renovations to attend

D. Flex Scheduling

- Being discussed by the Cabinet
- Surrounding schools are allowing flex work schedules

E. International Travel for Students

- Being discussed by the Cabinet
- Funding/Additional Cost
- Partnering with other Institutions
- International Day

- F. Planning of Two “Listening Sessions” with the President
(Coffee with the President in the Bistro)
 - Employees
 - Students
- G. Ten-Year Sustainability Plan
 - Economic Impact Study
 - Dr. Wallace to follow-up with Christy Wilson
- H. AED for Athletes – (AED Defibrillator)
 - Risk Management
 - AED for the Gym
 - Follow-up to be done (cost, sponsorship)
- I. Debt Service
 - Current Debt Service
 - Follow-up to be done for the Board
- J. Legislative Meetings
 - Several upcoming meetings
 - Cabinet may have to attend
 - More to come
- K. UA Hope Texarkana – Site Visit
 - Chancellor, Dr. Christine Holt, & Leadership Team to visit SouthArk to learn about “Operation Plan-It”
- M. Budget Schedule
 - Budget Preparations are being done
 - Ann Southall & Michael Armstrong to prepare a calendar/time line
- N. Governor’s Conference on Tourism - ECC
 - Technology Updates in the ECC to be done
 - Follow up with Caroline Callaway & Barry Bagwell to be done

VPAA

- A. Budget & Fees (Academic)
 - Some Fees to be increased before registering students in March
(increase in material cost)
- B. Personnel Request
 - Proper coding for budgets
 - Dr. Stephanie Dartez to meet with Deans (Budget Proposals)
 - Internships for Students (budget to be included for Spring)

VPFA

- A. HR Updates
 - Open Positions – Data reviewed by the Cabinet (complete listing of open positions on the web)
- B. Facilities Updates
 - Alertus has been replaced in the Gym
 - Carpet in rooms : 203, 209 – to be removed
- C. Jenzabar Updates
 - Training was successful – 1/20/23
 - New Processing techniques
 - New changes to be tested before the upcoming billing cycle
- D. Mazevo Update
 - ECC scheduling software/new system to be implemented
- E. eCampus.com Update
 - Online Book Ordering System
 - Timeline is upcoming for Fall

AVPE

Updates:

- Text book deadline – April 1st
- Legislative Auditors – on site today

AVPA

Updates:

- Budget submitted for review

III. Announcements: