

MINUTES

**South Arkansas College
Cabinet Meeting
ADM 309 – Board Room
September 19, 2023 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*;
Dr. Tim Kirk, *Associate Vice President for Administration, CIO*;
Ann Southall, *Associate Vice President for Finance, Controller*

Cabinet Members Absent:

SouthArk Staff Present: Gabe Schroeder; Heath Waldrop; Mary Kate Sumner

Others Present:

- I. Department Reports
 - a. Dr. Stephanie Tully-Dartez presented the enrollment report for the Fall 2023 Semester and noted that enrollment numbers met the budgeted amount for the semester.
 - b. Heath Waldrop reported that a counselor from Magnolia High School is intending to bring 100 to 150 students to tour SouthArk this fall. He also reported that SouthArk has participated in 3 college fairs in just the last two weeks.
- II. Action Items
 - a. Dr. Tully-Dartez requested to move the Shared Governance Report to an action item. Mary Kate Sumner presented the recommendations to fill open positions on committees and councils for the fall semester.
– **Approved.**
 - b. Approval of Minutes – September 5 – **Approved.**
 - c. Determine ACC Leadership Attendee – **Jenny Sanders will reach out to Kimberly Moore.**
 - d. eCampus Inclusive Access Addendum – **To be reviewed in a separate meeting.**
 - e. Dr. Tully-Dartez requested that the Mandatory Timecard/ Leave Training Reminder item be moved to an action item. She also stated that the Cabinet will be provided a list of anyone who declined the calendar invitations for the training and each member will address staff and faculty in their departments.
 - i. Brandi Cotterman will join the Cabinet for their first meeting in October to ensure Fall mandatory trainings are completed.
 - ii. Dr. Kirk informed the Cabinet that timecards and leave could be submitted through Jenzabar by January 2024.
- III. Discussion Items
 - a. Dr. Kirk reported a successful implementation of multi-factor authentication. SouthArk staff and faculty had minimal difficulties with setup and thus far have not had major complaints about the current authentication system.
- IV. Announcements
 - a. Dr. Tully-Dartez reported that the Personnel Services Request was being submitted on September 19th by Brandi Cotterman.

- b. Dr. Tully-Dartez informed the Cabinet that the Board of Trustees would meet later in the day on September 19th and that Jenny Sanders would attend the CAO/CSAO Fall Meeting on Friday, September 22nd while Dr. Tully-Dartez would attend virtually due to scheduling conflicts.