

MINUTES

**South Arkansas College
Cabinet Meeting
ADM 309 – Board Room
October 18, 2023 11:00 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; Christy Wilson; Mary Kate Sumner

Others Present:

I. Action Items

- a. Approve Minutes – October 3, 2023 – **Approved with edits.**
- b. Academic Support Position Changes – Christy Wilson presented her proposed changes to the Library and Academic Support departments to the Cabinet. The restructure is intended to clearly define the responsibilities of Academic Support, now called Academic Technology, and IT. The changes will also result in personnel savings for the college, and allow for better compensation of existing SouthArk personnel. – **Approved.**
 - i. Dr. Kirk and Christy Wilson were instructed to submit the necessary Requests to Initiate the Hiring Process for the changes to be implemented.
 - ii. Blackboard training will be allocated for both faculty and IT personnel to ensure that they have the required technical knowledge historically handled by Academic Support.
- c. eCampus/Inclusive Access Charge Updates and Additions for Spring 2024 – Mary Kate Sumner presented the recommendations for new and updated fees for 2023-2024. These included new fees to ease the process of students obtaining their access codes for classes, and updates to existing fees as the cost of software access changed.
 - i. The Cabinet discussed the need for a standardized markup based on the access cost through eCampus plus the associated tax. The Cabinet proposed an 8% markup on all inclusive access fees going forward, applied as the fees can be updated, that would contribute to SouthArk's auxiliary income. – **Approved.**

II. Discussion Items

- a. What's Happening Host Schedule – Dr. Tully-Dartez discussed the need for rotating hosts for the weekly What's Happening meeting, with an emphasis on giving the spotlight to hosts who many SouthArk personnel would not see or interact with as often.
 - i. A few personnel from Student Affairs were recommended, and Jenny Sanders will reach out to them to see if they would be willing to host. Cabinet members will reach out to other potential hosts in their department, and Gabe Schroeder will coordinate the schedule for hosts and help prepare hosts for the meetings.
- b. Commencement – Dr. Tully-Dartez began a discussion of responsibilities during Fall Commencement in December in the absence of key executive personnel.

- i. Dr. Kirk will be available and will ensure that the technological needs of the event are met. Ann Southall and Jenny Sanders will both be available to be on platform and hand out diplomas to students. More detailed planning will be done at a later date to determine exact responsibilities.