

MINUTES

**South Arkansas College
Cabinet Meeting
ADM 309 – Board Room
November 7, 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; Christy Wilson; Cynthia Reyna; Mary Kate Sumner

Others Present:

I. Department Reports

- a. Institutional Effectiveness & Research – Christy Wilson reported that she was posting the newly opened positions in distance education to coincide with the reorganization of distance learning. She also announced that Chelsey Turner was promoted to be the new director of the Mahony Family Library.
 - i. Dr. Tully-Dartez requested that Christy works with Heath Waldrop on communication to the public about the new director.
- b. Marketing & Public Relations – Heath Waldrop reported that his office had hosted the Union County College Fair, and attended fairs in Camden, Magnolia, and Louisiana, with upcoming fairs in Fordyce, Junction City, and El Dorado High School.
 - i. Heath also reported that Preview Day had been held on campus and brought in 24 attendants, not including parents, which is a slight decrease from the 30 attendants last year. Geofencing was implemented this year, and while Heath stated that geofencing wouldn't be a clear reason why students attended SouthArk, it would assist in getting brand recognition out to the public.
 - ii. Dr. Tully-Dartez requested that Heath look into the possibility of a marketing campaign focused on improving public awareness for the value of Community Colleges.
- c. Foundation – Cynthia Reyna reported that the Foundation was designing their end-of-year mailer to be mailed physically to over 100 potential donors, and posted on the website and social media. She also noted that during this time of year, the Foundation has time to handle administrative and procedural matters, including preparation of the annual donor report.
 - i. Cynthia informed the Cabinet that a new scholarship had been procured from a community foundation in Northern Louisiana, with half of the scholarship being put toward nursing students, and the other half to be used for new equipment. The department of Health Sciences has been contacted for them to determine how to best use the funds.

II. Action Items

- a. Approve Minutes – October 3, 2023 – **Approved.**
- b. Shared Governance Committees Recommendations for Membership 2023-24 – **Approved.**
- c. APM 2.36 Work schedule and Breaks – Non-teaching Employees – Update
 - i. Mary Kate Sumner reported that the proposed APM changes had originated in the Human Resources Committee and been approved by the Administrative Affairs Committee. The changes

were proposed due to concerns over lack of enforcement by supervisors and lack of Cabinet awareness.

- ii. **Dr. Tully-Dartez requested an additional edit to require Cabinet member approval and HR notification if an employee's alternative schedule is set to last for more than one week. – Approved with edit.**

d. APM 2.42 Salary Adjustments for Degree(s) Earned – Update

- i. The Cabinet requested that the item be sent to the Academic Affairs Committee for review.

e. APM 5.16 Employee and Emergency Revolving Loan

- i. **Mary Kate Sumner presented the proposal to delete APM 5.16. – Approved.**

f. APM 2.55 Assistance Related to Disabling Conditions (ADAAA) – New

- i. The Cabinet requested that the item be tabled until they could meet with Brandi Cotterman and Vanessa Williams to discuss the proposals. The proposal will also be sent to the Arkansas Attorney General's office for review before the Cabinet will approve the item.

g. APM 2.55a Title IX Related Accommodation – New

- i. The Cabinet chose to include APM 2.55a with the process outlined above for APM 2.55.

h. Office hours for Wednesday before Thanksgiving

- i. Dr. Tully-Dartez noted that historically the President had announced on the Wednesday before Thanksgiving that the college would be closing. She wants to continue allowing people to leave early that day, but wants to do it in a more organized fashion to give departments like the Business Office or Security the ability to better prepare for that day.
- ii. The Cabinet determined that all buildings would be closed to the public on Wednesday, November 22, with the exceptions of the Thomas Administration Building, El Dorado Conference Center, and Mahony Family Library, which will be open to the public until 12:00 p.m. on that same day. Dr. Tully-Dartez will also speak with Jennifer Schroeder to determine whether the Workforce Development Building will need to be open to the public until 12:00 p.m. or not.

i. Inclusive Access Fees Proposal

- i. Follow-up item from the previous Cabinet meeting. Mary Kate Sumner presented the updated amounts with the agreed upon 8% markup after product fee plus tax. – **Approved.**

III. Discussion Items

a. Campus Holiday Potluck

- i. Jenny Sanders reported that a team has been organized to plan the Campus Holiday Potluck and were proposing a date of December 11th, 2023 in the Mahony Family Library. Historically, departments were assigned an item to bring to the potluck, but instead, the team was proposing that individuals sign up to participate in the potluck and bring an item of their own. The Cabinet also discussed whether the Cabinet, the Board of Trustees, or the Foundation should provide the meat, and determined that it would be better for individual Cabinet members to contribute an item.

b. Mid-year and Annual Salary Adjustments

- i. Ann Southall presented the proposed mid-year bonus of \$500 for all full-time faculty and staff, and \$250 for all benefits eligible part time faculty and staff. Dr. Tully-Dartez noted that her compensation could only be adjusted by the Board and that she must be removed from the final proposal. – **Approved with edit.**

- ii. Ann Southall went on to present the proposed salary adjustments for fiscal year 2024/25, which included a few options that the Cabinet could choose to go with. The item was tabled until the next Cabinet meeting, and any grants whose budgets would need to be determined before then will assume a 3% salary increase as the proposal does not include any option higher than a 3% salary increase.
 - iii. Ann Southall also noted that it was never explicitly stated whether or not the approved health insurance contribution increase would apply to those who have retired but are still utilizing a SouthArk health insurance plan. The proposal would currently cost the college \$540 annually. – **The Cabinet approved to increase insurance contribution for retirees on SouthArk health insurance plans per the Board approved proposal.**
- c. Maintenance Item for ECC
 - i. Ann Southall informed the Cabinet that the El Dorado Conference Center would require a new boiler that would cost roughly \$13,500. SouthArk will be working with the Mayor's office to resolve the issue.
 - ii. \$4,500 worth of wire for the vehicle lifts at the Transportation Technology Center was listed as a maintenance cost, Ann Southall informed the Cabinet that if possible, the funds should come from some other source rather than out of maintenance funds. Grant funds will be checked to see if the cost can be covered from them, otherwise funds will be transferred into the maintenance funds.