

MINUTES

**South Arkansas College
Cabinet Meeting
Microsoft Teams
December 5, 2023 9:00 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, Brandi Cotterman, Heath Waldrop, Christy Wilson, Cynthia Reyna

Others Present:

- I. Department Reports
 - a. Institutional Effectiveness & Research – Christy Wilson reported that Chelsey Turner had started as the new Library Director on Friday, December 1, and that Ashley Holt had transitioned from an analyst position to an academic technology position. She also informed the Cabinet that Victoria Bennett would start working in academic technology in January.
 - i. Christy also noted that enrollment numbers for Spring 2024 were ahead of previous years, but that she expects a plateau soon. Christy and Jenny Sanders attributed the results to earlier registration and increased efforts to help students avoid drops due to non-payment through more information being communicated to the students regarding payment deadlines.
 - b. Marketing & Public Relations – Heath Waldrop reported that he was working to gain access to inactive Facebook pages that he was not given admin access to when they were created. He noted that he had found eight accounts that were inactive, and was able to gain access to one of them so far to take down the page.
 - i. Heath also informed the Cabinet that he had attended a College Fair in Fordyce where roughly 50 contacts were made, many of them being sophomores and juniors.
 - ii. Heath also let the Cabinet know that he was working on some Holiday greeting videos starting SouthArk students and staff that would be posted over the break to ensure that SouthArk's social media pages were not left dormant.
 - c. Foundation – Cynthia Reyna reported that the Foundation was sending out their end of year annual appeal to potential donors, and that roughly 1000 would be sent out in total. She also noted that this time of year is typically less busy which allows for additional time to wrap up some administrative tasks before the end of the year.
- II. Action Items
 - a. Annual Salary Adjustment – Ann Southall invited Brandi Cotterman, director of human resources, to present the proposal. Brandi showed the cost to the college for a \$500, \$1000, 1%, 2%, and 3% increase. After further deliberation, the Cabinet approved a \$500 salary increase effective July 2024, with a second \$500 increase effective December 2024, if the personnel budget is met. – **Approved**.
 - i. This plan will give the Cabinet, Human Resources Office, and Business Office additional time to perform a comprehensive study of positions and salaries. Dr. Tully-Dartez requested that Brandi have a timeline for the study ready to share with SouthArk faculty and staff in March 2024. Once the study has been completed, the Cabinet will have the information required to create a sustainable plan to compensate SouthArk faculty and staff effectively that can be implemented for fiscal year 2024/25.

- b. Flower Fund Process – Brandi Cotterman presented a redlined copy of the Flower Fund consent form to the Cabinet. She also noted that there were many aspects of the Flower Fund that needed to be clarified, including the amount that could be deducted, whether or not employees who do not contribute could utilize the Flower Fund, and which circumstances the Flower Fund should be available for.
 - i. The Cabinet expressed support for a fixed deduction amount and Flower Funds being spent for the death of immediate family members of SouthArk employees. Brandi recommended that employees be reminded annually of their contribution to the Flower Fund and be given an opportunity to modify their status. They also noted that Human Resources should be involved in the authorization of use of the Flower Fund. Ultimately the Cabinet determined that this item needs to be brought before the Human Resources Committee for further discussion.
- c. Approve Minutes – November 28, 2023 – **Approved.**

III. Discussion Items

- a. Cabinet Meeting Schedule December and January – Dr. Tully-Dartez recommended that Cabinet not meet again for the remainder of December as she anticipated no shared governance items that would require action, and the scheduled meeting on December 19th was the day before the college would close. She also recommended that the meeting scheduled for January 2nd be moved to January 9th to give staff one week to be in the office again before Cabinet met. The second meeting in January will have its date determined at the January 9th meeting.
- b. Student Drops for Non-Payment Procedure – Jenny Sanders explained that there was an informal practice to avoid dropping students for non-payment who were a part of select student groups. She noted that the practice is useful in times where the student is unable to pay due to issues caused by SouthArk, but otherwise should raise eyebrows.
 - i. Dr. Tully-Dartez recommended that a hold be used if there was an issue that was SouthArk’s fault, and students should be dropped for non-payment if it is their own fault, regardless of status. She also noted that this system would require self-awareness on the part of the college to recognize when a mistake had been made.
 - ii. Ann Southall and Jenny Sanders will determine how to best communicate the updated practice.

IV. Announcements

- a. Selection for Federal Single Audit on Student Financial Aid by Arkansas Legislative Audit – Ann informed the Cabinet that she had received a letter with information to send back to auditors by January 15th, 2024.
- b. Dr. Tully-Dartez asked if any Cabinet Members had received any comments on issues with the plan for closing the college to the public on December 20th as had been planned at the previous Cabinet Meeting.
 - i. Jenny Sanders asked if SouthArk would allow that the testing center be closed on the 20th. Dr. Tully-Dartez stated that she would rather nothing be scheduled for the testing center on the 20th to ensure a smooth closure of the Conference Center at noon.
- c. Dr. Tully-Dartez noted that she and Ann Southall would be in Little Rock on 12th and Jenny Sanders would also be out of the office, Dr. Kirk informed the Cabinet that he will be on campus that day.
 - i. A lecture event is being held in the Library Auditorium on the 12th. Gabe Schroeder, Chelsey Turner, and Christy Wilson are responsible for ensuring that the lecture event runs smoothly.
 - ii. The Mahony Family Library will also be closed to the public on the 11th and 12th with the exception of the events utilizing the space.
- d. Dr. Tully-Dartez also reminded the Cabinet that the Shine Show was on the night that this Cabinet meeting was being held, and encouraged the Cabinet Members to attend.