

## MINUTES

**South Arkansas College  
Cabinet Meeting  
ADM309 – Board Room  
February 19, 2024 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*;  
Ann Southall, *Vice President for Finance & Administration*;  
Dr. Tim Kirk, *Associate Vice President for Administration, CIO*

**Cabinet Members Absent:**

**SouthArk Staff Present:** Gabe Schroeder; Christy Wilson

**Others Present:**

- I. Department Report – Institutional Effectiveness & Research
  - a. Christy Wilson reported that Spring 2024 total enrollment is just slightly behind Spring 2023 enrollment, and that attendance by high-school age students was higher than in 2023. She also noted that SouthArk has fewer out of state students in 2024 compared to 2023, due in part to the encouragement for athletes to live in state. Enrollment is higher than budgeted in Health Sciences and Career & Technical Education, but below budget in Arts & Sciences.
  - b. Ms. Wilson also stated that while early registration showed promise, it was inhibited this year by the lack of softball being offered, inclement weather in January, and some billing issues that have since been resolved.
  - c. Lastly, she noted that in person enrollment is declining in favor of online enrollment. She attributes the trend to students preferring the flexibility of online classes that they became accustomed to during the pandemic. Dr. Tully-Dartez pointed out that the college must prioritize finding ways to improve retention among virtual students.
  
- II. Action Items
  - a. Approval of Minutes – January 30, 2024 – **Approved.**
  
  - b. Finance Reorganization – Ann Southall presented the new organizational chart for the Department of Finance & Administration which included the removal of supervisory duties from the Associate Vice President for Finance, now the Financial Compliance Coordinator, and the addition of supervisory duties to the Financial Accounting Manager, who will oversee business office operations. – **Approved.**
  
- III. Discussion Items
  - a. Economic Outlook Luncheon/ Chamber of Commerce Annual Meeting Attendees – The Cabinet created an initial list of who would be in attendance at the upcoming Chamber of Commerce events. Jenny Sanders, Stephanie Tully-Dartez, Jennifer Schroeder, Veronda Tatum, and Tim Kirk will attend the Economic Outlook Luncheon, Tim Johnson, Ray Winiecki, Ann Southall, and Stephanie Tully-Dartez will attend the Chamber of Commerce Annual Meeting.
    - i. The Cabinet also decided that Carol Modica-Moore, Mary Kate Sumner, Adrienne Lawrence, and Gabe Schroeder will attend the Administrative Professionals Luncheon. All academic deans and directors will also be asked if they intend to send their admins to the luncheon.

- b. Documentation for Presidential Goals – Dr. Tully-Dartez requested that cabinet members inform her of any cross training that they’ve done in their departments so that she can document them in the report of Presidential Goals that will be provided to the Board of Trustees. She also noted that they would revisit the safety and security goals during the next cabinet meeting.
- c. TEC 209 as an “Open Lab” – Dr. Kirk noted that TEC 209 is currently being used by faculty as an open lab. He stated that the room is difficult for IT to monitor due to its location, thus informal use of the space poses many risks. Dr. Tully-Dartez will speak with the relevant deans and faculty regarding the best use for the space academically.
- d. Parking Lot “Blue Light Phones” – Dr. Kirk informed the cabinet that three of the blue light phones in the parking lot were non-functional. His recommendation was to remove them rather than replacing them, and to add new security cameras in their place. He noted that colleges are moving away from blue light phones since many people have mobile phones on them now, the current phones receive very little utilization, and security cameras are able to achieve better safety outcomes.
  - i. After some deliberation, it was determined that long-term, all blue light phones will be replaced with security cameras. In the meantime, the three phones that do not function will be removed and replaced as soon as possible with cameras.
  - ii. Jenny Sanders also requested that Dr. Kirk provide information about the mobile Alertus app that Student Affairs could distribute to students.
- e. Shared Governance Flow Chart – Dr. Tully-Dartez presented the new shared governance flow chart to the Cabinet. She noted that the Academic Standards and Academic Support committees were in the process of merging, and that the lecture series appointed committee will need to be reevaluated in the near future. The Cabinet had no requested edits or further comments regarding the current state of the document.
- f. Professional Development Plan – This item was added during the meeting at the request of Ann Southall. The Cabinet determined that the professional development and annual evaluations under SafeColleges would be piloted with deans and directors starting as soon as the system is ready. Professional development documentation for all faculty and staff will begin effective July 1, 2024, with Fall Convocation being the first documented professional development for many employees.
- g. Supervisor Training – This item was added during the meeting at the request of Ann Southall. She presented a proposed agenda for supervisor training from HR that would be provided to all supervisors during the month of March. – **Approved with recommended edits.**
- h. Security Coverage After Hours – This item was added during the meeting. Dr. Kirk noted the importance of security being made aware of after hours use of SouthArk facilities and the need to provide more incentives for extra help security to work for SouthArk. Dr. Tully-Dartez stated that the President’s Office has worked to create an Outlook calendar to document after hours use of SouthArk facilities. It was determined that Dr. Kirk would be granted access to the calendar during development due to his oversight of security, and Adrienne Lawrence would be granted access to assist with documenting Student Affairs related events.

#### IV. Announcements

- a. MFA for Students – Dr. Kirk informed the cabinet that there had been very few students with issues setting up multi-factor authentication. He also stated that the real test for implementation would be once MFA becomes required for Blackboard access, which is projected to take place immediately following the Spring 2024 semester.

- b. VPN Replacement Project/ J1-web Rollout – The VPN is currently used for employees and IT to remote access SouthArk devices. It is also used for Students to log in to virtual software for process technology. Dr. Kirk informed the cabinet that the VPN will need to be replaced by December 2025 and that he is looking into options for vendors, and is also working to see if the need for remote accessing computers by staff and faculty can be lessened.
  - i. Dr. Kirk also told the cabinet that the leave process under J1-web can be implemented as soon as they wished to do so, and that J1 financial reporting under J1-web would begin releasing on March 5, 2024. Dr. Tully-Dartez requested that the J1-web rollout be followed up on at the next cabinet meeting.