

MINUTES

**South Arkansas College
Cabinet Meeting
Admin 309 – Board Room
April 2, 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: Brandi Cotterman; Gabe Schroeder

Others Present:

I. Action Items

- a. Revisions to APM 6.02: Americans with Disabilities Act – Brandi Cotterman explained that the changes to APM 6.02 were to officially document an existing practice of Human Resources. – **The Cabinet approved the proposal with an edit to clarify that the vice president for finance & administration will serve as the ADAAA Coordinator, but other appropriate staff will develop any accommodations.**
- b. Revisions to APM 6.08: Sexual Harassment – This item was considered alongside action item (c)
- c. Deletion of APM 6.09: Sexual Assault – Ms. Cotterman went on to state that APM 6.08 was being updated to clarify some of the language and ensure that any external links are up to date. She also noted that since all relevant information contained in APM 6.09 was also documented in APM 6.08, it was recommended that APM 6.09 be deleted entirely. – **The Cabinet approved action items (b) and (c) as presented.**
- d. Approval of Minutes – March 19, 2023 – **Approved.**
- e. Move Monthly Pay Date to Last Business Day – Ms. Cotterman recommended that the Cabinet approve to move the monthly pay date to the last business day of each month to address accounting and grant reporting issues at the end of each fiscal year. The monthly pay date was changed to its current date due to issues with employee's leave request, but following actions from HR over the past year to address leave issues it will be possible to move the monthly pay date to the last business day of each month. – **Approved with an effective start date of July 1, 2024.**
- f. Student Meal Plan Proposal – Ann Southall informed the Cabinet of a plan developed with the El Dorado Conference Center and SouthArk's Athletic department to offer a voluntary meal plan for the Boomtown Bistro to SouthArk students with the goal of a Fall 2024 launch. The initial meal plan offered will be for breakfast and lunch, Monday through Thursday, as this most closely reflects the times that students are on campus. The cost of the plan is roughly \$9.00 per meal, and students will be able to receive financial aid to cover the expense. – **Approved.**
- g. Extra Help/PT Employee Clearance Form – Originally discussion item (b), the Cabinet chose to move this to action item (g) to vote on it. – **Approved with edits removing the signatures of the Website Coordinator and President's Office.**

II. Discussion Items

- a. Waiver Process/Flow – Ann Southall informed the Cabinet that the process to sign a tuition waiver would be Employee > Human Resources > Immediate Supervisor > Cabinet Member > then sent to waivers@southark.edu.
- b. Extra Help/PT Employee Clearance Form – Moved to action item (g).
- c. Mandatory Direct Deposits for Employee Reimbursements – Ms. Southall told the Cabinet that the procurement office was looking into direct deposits for employee reimbursements to address having to reissue checks. The Cabinet was in support of the idea, and a more official implementation process is in development.
- d. Campus Store Restructure – Dr. Tully-Dartez informed the Cabinet of the college's intention to end the contract between SouthArk and University Gear Shop. The Cabinet discussed plans for internal management of the bookstore and communication with students and employees.

III. Announcements

- a. Ann Southall informed the Cabinet that the Tuition Waiver Form has been updated and that the new Bereavement Form will be distributed soon.