

**Cabinet Meeting – April 18, 2023**  
**ADM Board Room – 8:30 a.m. – 11:00 a.m.**

**Minutes**

Present	Absent	Cabinet Member Name
X		President, Dr. Bentley Wallace
X		VP for Academic Affairs (VPAA), Dr. Stephanie Tully-Dartez
X		VP for Student Services (VPSS), Interim-Dr. Stephanie Tully-Dartez
X		VP for Finance & Administration (VPFA), Mr. Michael Armstrong
X		Associate VP for Finance (AVPF), Interim- Ms. Ann Southall
X		Associate VP for Administration (AVPA), Dr. Tim Kirk
Guest		Mary Kate Sumner, Brandi Cotterman

**I. Action**

A. Approval of Minutes – April 4, 2023 - Approved

President

VPAA

VPFA

AVPF

AVPA

SHARED GOVERNANCE :

1. HS005-01222023MEYER Medical Coding Practicum Course update - Course will be completely virtual, so description was updated and the CLOs were updated for this specific course. - Approved
2. CTE015-02082023TIDWELL (Truck Program) – New Program (Medium/Heavy Truck Diesel Service Technology Program) - Approved
3. APM 3.05 Teaching Load - Adding the sentences: A minimum of 50% of full-time faculty office hours must be conducted on the SouthArk campus regardless of the teaching platform (traditional classroom, hybrid, or online) and the remaining office hours may be conducted remotely. Upon discussion with the supervising Dean, the specific number of on-campus and remote office hours will be determined for each full-time faculty member.  
(To Be Approved Upon Final Edits)

**II. Discussion**

President

A. VPSA Search

- Six zoom interviews conducted
- Narrowed down to four candidates

B. Annual Evaluation Forms

- Forms are being updated by HR

C. Arkansas Higher Education Coordinating Board

- Next Meeting – 4/28/23

- Dr. Bentley Wallace to attend
- D. Microsoft Office 365 -A5 Updates:
  - Approved by the Cabinet to move forward
  - Vendors to help with the learning curve
- E. HLC Executive Staff in Higher Education Model
  - PowerPoint of model viewed & discussed
  - SouthArk to adopt 12 trends from the model
  - SouthArk to start this process in July 2023 (a one-year pilot program)
- F. Proposal for Purchase– HR Information System – “Paycom”
  - Presentation presented by Brandi Cotterman
  - New Program will improve all areas of HR
  - Additional information is to be gathered for further review

#### VPAA

#### VPFA

- A. HR Updates
  - Open Positions – Complete listing reviewed by the Cabinet
- B. Facilities Updates
  - New camera has been installed in ADM – 108
  - The “Big Voice” is now installed in some of the buildings
  - The development & review of a 3-year plan for safety in the buildings discussed  
(Michael Armstrong to review with Vanessa Williams for inclusion in the Operation Plan-It)
- C. Cameras on Fleet Vehicles
  - For safety purposes
  - Proposal to be brought to Cabinet

#### AVPF

#### AVPA

Updates:

### **III. Announcements:**