

MINUTES

**South Arkansas College
Cabinet Meeting
Virtual - Teams
March 12, 2024 9:30 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

Others Present:

I. Action Items

- a. Approval of Minutes – February 19, 2024 – **Approved.**
- b. April 16th Cabinet Rescheduling – Gabe Schroeder noted that the Cabinet meeting for April 16th would need to be moved as Dr. Tully-Dartez and Jenny Sanders would both be off campus for the annual Higher Learning Commission conference. **The Cabinet chose to move the meeting to April 9th at 9:30 a.m.**
- c. Campus Security Camera Access – Ann Southall requested that she, Jenny Sanders, and Dr. Tully-Dartez be given access to the college's security cameras from their work computers in case of any emergencies. **The Cabinet approved Ann Southall, Jenny Sanders, and Dr. Tully-Dartez to view all cameras, and also approved that Brandi Cotterman will be authorized to view the camera in front of the HR Suite, and Heather McGarity will be authorized to view the camera in front of the Business Office Suite.**
- d. Holiday Memo 2024/25 Draft – Ann Southall presented a draft of the 2024/25 holiday schedule from Brandi Cotterman. **Approved as is by Cabinet, pending approval from the SouthArk Board of Trustees in May.**

II. Discussion Items

- a. J1-web Rollout – Follow up item from the previous Cabinet meeting. Dr. Kirk noted that many departments were excited to work with new features in J1-web to streamline their processes. He also informed the Cabinet that Jenzabar will host other webinars before the Jenzabar Annual Conference that key SouthArk staff could attend, and that he expects that Jenzabar will work towards a quick implementation of J1-web over the desktop app alternative.
- b. Waiver Process – Ann Southall presented the proposed waiver process to Cabinet. Notably, a new email address within the SouthArk network will be created to which all waiver applications will be routed to lessen the risk of an application getting lost in a larger email group. This process will be communicated to all departments involved in processing waivers. No edits to the process were requested by Cabinet.
- c. Student Account Holds – Ann Southall then presented the new Student Account Holds procedure. As with the waiver process, this procedure will be communicated to all who are involved with it. The Cabinet had no requested edits.

- d. Security Coverage – Ann Southall reported that one of SouthArk’s security officers will retire effective March 31st, and that James Virden was working to fill the position as soon as possible to ensure effective security coverage at both campuses. She also requested that the Cabinet officially document what events would require security, which after discussion came to the following list. Athletic events, or activities involving minors or alcohol will require that security be present and be notified of the event well in advance.
 - i. The Cabinet discussed the need to be aware of who was on campus outside of standard working hours. Information Technology, Cabinet members, deans, and directors would be permitted to be on campus outside of working hours without prior approval. Any event outside of working hours that requires security would require the approval of the Cabinet, and any event outside of working hours that does not require security will require approval of their immediate supervisor.
 - ii. The Cabinet ultimately determined that a revised Official Functions Form would be used to notify security and other key individuals that an event will take place. The revised form will be created and approved at a later Cabinet meeting.