

**Cabinet Meeting – February 12, 2020**  
**ADMN – Conference Room 307- 8:30 a.m.**  
**Minutes**

Present	Absent	Cabinet Member Name
X		President, Dr. Bentley Wallace
X		VP for Academic Affairs (VPAA), Dr. Michael Murders
X		VP for Student Services (VPSS), Dr. Derek Moore
	X	Vice President for Finance & Administration (VPFA), Mr. Carey Tucker
X		Associate VP for Administration (AVPA), Dr. Tim Kirk
X		Associate VP for Institutional Planning & Academic Support (AVPIP/AS), Dr. Stephanie Tully-Dartez

**I. Action**

A. Approval of Minutes – February 3, 2020 – Approved with minor edits.

President

A. Approval of SouthArk note cards – Approved.

VPAA

A. Arkansas Motor Vehicles Commission Grant – Approved with signatures.

VPSS

VPFA

AVPA

AVPIP/AS

**II. Discussion**

President

- A. Community and Employer Outreach Meeting: 2-13-20, 3:00 – 2<sup>nd</sup> Floor Conference Room – This will be a group effort. Dr. Wallace wants a schedule made to show who will be visiting/contacting employers.
- B. Strategic Plan Review – 2017-2022 is the current plan (mid spring review)
  - checking for any items that may need adjusting
  - can do a survey/report from units
  - need to have it completed by convocation
  - Dr. Stephanie Tully-Dartez will inform everyone of the adjustment (will come out after Spring Break)
  - survey will be placed on the Planning Council Agenda in February
- C. HLC – 5 members attending (Conference is in late April)
  - Upcoming Conference – who will go to which section
  - Update on Assurance Argument – will meet on February 14<sup>th</sup> at 9:30 a.m.
- D. Website Accuracy and Updates – Dr. Wallace met with Carey Tucker and Charley Hankins
  - Employee list accuracy – Will be updated
  - Process for timely updates – There is a work order system for website changes/updates
- E. Event Tracking/History Living Document – Attendance will be tracked for SouthArk events
- F. SouthArk Lead Agenda for February and March – Will need to know which cabinet member will be teaching
- G. Next Board Packet Prep – March 17<sup>th</sup>
- H. Board Finance Committee Meeting – Requesting One Week Prior to Full BOT Meeting

#### VPAA

- A. Review of MOU for Feedback by February 17<sup>th</sup> – Dr. Wallace will sign all MOU's
  - Can SouthArk serve 75% of students – Waiting until the 20<sup>th</sup> to make final decision
  - Is further review required
- B. Academic Class Schedule – Finalizing this week (creating a master spread sheet)

#### VPSS

- A. Upcoming program enrollment meeting (including marketing and recruitment) – Scheduling February 17<sup>th</sup>, February 21<sup>st</sup>, and February 24<sup>th</sup>
- B. Athletics – Exploring End-of-Year Banquet (Delek will sponsor)
- C. Booster Club- Met two weeks ago and a draft of by-laws has been created

#### VPFA

- A. HR Update – Offer has been made for a new Physical Plant Director
- B. Facilities Update
  - 1905 Thomas Administration Building
  - Welding Roof – Leak in automotive area
  - Heritage Plaza – Repositioning the window; and pipe was fixed
- C. Audio Visual Support – Work orders are to be placed

#### AVPA

#### AVPIP/AS

- A. SSCH – Budget
  - Currently being reviewed to include concurrent classes
  - Will be regenerated and sent back out

### **III. Grant Updates/Progress Reports**

- A. Grant Development
- B. **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline)** – Dr. Murders
- C. **DOJ (Department of Justice) Consortium**– Dr. Moore – Technical Training Institute scheduled for March 2-6, in Atlanta
- D. **Verizon** - Dr. Murders
- E. **Delta Regional Authority (DRA)** – Culinary – Dr. Tully-Dartez
- F. **Career Coach grant** – Dr. Moore – Advertising for positions at EHS and Lakeside
- G. **Mentor-Links Grant** – Dr. Murders
- H. **Career Pathways** – Dr. Moore
- I. **Upward Bound** – Dr. Moore –
- J. **NSF Grant** – Dr. Murders
- K. **JAG (Jobs for America's Graduates)** – Dr. Moore – Submitted application for startup funds

### **IV. Announcements**

- Black History Month student activity (February 13<sup>th</sup> – 12:00 p.m. at Boom Town Bistro)
- Men's basketball game (February 15<sup>th</sup> – 2:00 p.m. vs. Loyalty Prep at Barton Gym) – Will announce some scholarship winners at the game.

Please see the following table and send additions/edits to Kathy.

**Please review the following, edit, add any additional upcoming events and send/return to Kathy.**

<b>SouthArk Upcoming Events Spring 2020</b>			
<b>Date</b>	<b>Description</b>	<b>Location</b>	<b>Time</b>
2/15/20	Upward Bound Spring Academy	SouthArk Library Auditorium	8:00 a.m. – 1:00 p.m.
2/15/20	STEM Program for Girls (Verizon Girls)	ECC-Bistro	9:00 a.m. – 1:00 p.m.
2/20/20	Healthy Heart Healthy You	ECC	11:00 a.m. – 1:00 p.m.
4/8/20	PTK Induction Ceremony Dr. Wallace – Guest Speaker	Library Auditorium	6:00 p.m.
5/13/20	GLAMS (Girls Learning about math & science)		All Day Event