

Cabinet Meeting – April 29, 2020
Tele-Conference 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 – April 22, 2020 - Approved

President

VPAA

A. Academic Affairs Curriculum Changes - Approved

- Add a co-requisite laboratory for MATH 1083 Math for Health Professionals.
- Add a co-requisite Laboratory for MATH 1113 Mathematical Reasoning.
- Change name of CSCI 1813 from Principles of Information Assurance to Cyber Security Essentials.
- Change the following courses' prefix from CSCI to BTEC (1113 Social Media, 1903 Digital Publishing, 1923 Introduction to Digital Photo Editing, 2043 Web Design 1, 2183 Introduction to Computer Graphics, 2193 Web Design 2, 2223 Excel, 2413 Advanced Microsoft Office).
- Change course number for Math for Health Professionals from MATH 2123 to MATH 1083.
- Eliminate BSTD requirement for the CP in EMT; Revise EMT CP course descriptions.
- Modify MATH 1073 Technical Math Redesign.
- Removal of Basic Studies Math Courses.
- Update the Computer and Information Technology GPS.

VPSS

A. OTA (Alpha Omega Tau Honor Society) Proposal - Approved

VPFA

A. APM 2.18 – Salary Payments - Approved

AVPA

AVPIP/AS

II. Discussion

President

A. Commencement Planning Task Force – Virtual Commencement – May 21, 2020

- Notification to Students – Email will be sent to students
- Foundation/Alumni Involvement? – Being discussed
- T-Shirt
- Letter from President for inside of Diploma Cover – Being discussed
- Nursing Pinning Ceremonies – Exploring Virtual options

B. Book Sales for Summer – Being discussed

C. Institutional/Individual Memberships – Being reviewed/discussed

D. Board Meeting Prep (Budget/Finance Committee and Full Board Meeting) – Board of Trustees Meeting will be held on May 19, 2020 (request for Agenda items will be sent out)

- E. CARES Act – Email has been sent out to students explaining the process to receive funds
- F. Employee Recognition – Being discussed

VPAA

- A. High School Grades/Withdrawals – Being discussed
- B. Incomplete Form – Form has been emailed to students

VPSS

- A. CARES Act (students – advisors and contact for questions/information) – Contact information has been sent out to students
- B. Enrollment Update – Data was shared with Cabinet
- C. Summer/Fall Recruitment Activities – List of events/meetings was shared with Cabinet
- D. ACCUPLACER remote proctoring – Has been tested and is now ready for use
- E. Student Recognition Ceremony – Virtual Ceremony being discussed
- F. ACT Testing (June) – June 13, 2020 is the set date for the ACT Testing (SouthArk will adhere to social distancing)

VPFA

- A. HR Update – Available positions were provided
- B. Facilities Update
- C. Budget Update – Being discussed
- D. Video Meeting Etiquette – Being reviewed
- E. Remote Working Supervisory Requirements – Being reviewed
- F. Job Description Updates – Process being discussed
- G. Bistro Summer Operations – Operations are still suspended until guidance is received from the State

AVPA

AVPIP/AS

- A. Employee Survey – Being developed

III. Grant Updates/Progress Reports

- A. Grant Development
- B. **ADHE RAMP (Regional Advanced Manufacturing Partnership: Building the Pipeline)** – Dr. Tully-Dartez
- C. **DOJ (Department of Justice) Consortium**– Dr. Moore – Coordinated Community Response Team Meeting on April 28, 2020
- D. **Verizon** - Dr. Murders
- E. **Delta Regional Authority (DRA)** – Culinary – Dr. Tully-Dartez
- F. **Career Coach grant** – Dr. Moore – Early College – Completed interviews for Career Coach position at Lakeside School District
- G. **Mentor-Links Grant** – Dr. Murders
- H. **Career Pathways** – Dr. Moore – \$10,000 in Crisis Technology Assistance Funds
- I. **Upward Bound** – Dr. Moore – Reviewing Virtual Graduation Ceremony options and planning Summer Academy
- J. **NSF Grant** – Dr. Murders
- K. **JAG (Jobs for America’s Graduates)** – Dr. Moore – Completed interviews for Career Coach position last week

IV. Announcements

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.

SouthArk Upcoming Events Spring 2020			
Date	Description	Location	Time
May 21, 2020	Spring Commencement	Virtual	