

Cabinet Meeting – July 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 – July 22, 2020 -Approved

President

VPAA

A. ACC Award – The ACC Alumni Award is being discussed

VPSS

VPFA

AVPA

AVPIP/AS

A. Confirm Organizational Charts – Updated Charts are to be placed on the web – Approved (Dr. Moore will verify the link and inform Charley Hankins)

II. Discussion

President

A. Previous Items requested again for today's Agenda

- Professional Licensure Disclosures – Still being monitored in Dr. Wallace's office
- P Card Requirements –\$250.00 will be placed on the P Cards, and any purchases over that amount will require approval through a PO (Carey Tucker will follow-up with Ann Southall to review this process)

B. Cabinet presence at East Campus / Warren – Dr. Wallace discussed the Cabinet starting to spend quality time at these locations – Suggested: 4hrs a week on East Campus, and 1 day a month in Warren (This topic will be reviewed/discussed again at next Cabinet meeting, and once finalized, Kathy Modica will create a shared calendar with the Executive Cabinet in Outlook)

C. Board Retreat Update – Friday, July 31st – Dr. Wallace, Dr. Stephanie Tully-Dartez, and Kathy Modica will be on the Zoom Meeting - Dr. Wallace will share his goals and Panelists will give legislative and community updates.

D. Employee Response to students/guests/other employees who don't follow re-opening guidelines –There will be two large group meetings during Convocation to provide guidance (Carey Tucker and Dr. Murders are to follow-up with resources and this will be addressed again at next week's Cabinet meeting)

E. NISOD Award – Dr. Cynthia Meyer will be recognized for the NISOD award at Convocation.

F. Conference Center Event Tracking Info – Contact tracking will be performed for each event held at the Conference Center (Mr. Carey Tucker will follow-up Mr. Barry Bagwell to verify the process)

VPAA

- A. Convocation – August 11th - Dr. Murders is in the process of planning two sessions – Break- Out virtual sessions are also being discussed along with sack lunches (some offices will remain open)
- B. Purge Dates – Schedules were shared with Cabinet; August 12th, 18th, 25th are dates set for drop dates for non-payments
- C. First Days of Classes – (Greeter Plan) – Key people will be at different locations to greet the students/public (Kathy Modica and Michele Hildreth will work on a rotation schedule)
- D. Change in Schedule – (Change in Fees) – Online and Hybrid Courses were discussed (All section changes to the schedule will have to be reflected in Jenzabar)
- E. Finals Week for Students – The week of Thanksgiving; Online classes – November 23rd and 24th (Faculty will keep the same work expectation date)
- F. UAM MOU Signing (August 3rd) - Dr. Murders will meet with Heath Waldrop today, July 29th, to finalize everything for the signing on Monday, August 3rd at 10:30 a.m. (Dr. Murders will follow-up with a synopsis that will also include the requirement of wearing a face mask)

VPSS

- A. Enrollment Update – SouthArk is trending to where we were last year with enrollment (Health Sciences is now enrolled)
- B. Recruitment/Advising/Registration (area updates) – Advisers are now seeing more students in person; also, 104 students have registered through the Simple Text method (The downstairs area in the ECC is currently being used for advising)
- C. Book Orders (pick-up/shipping) – A “Book Pick-Up Station” / Drive by Pick-Up was discussed (Dr. Moore will follow-up with Adam Willett for the complete process) Also, a plan to have books online was discussed
- D. ECC (Phase II B – Student Access):
 - No appointments will be necessary
 - No screening/Forms
 - Will utilize break-out rooms
 - Will minimize the number of students in offices (this will help with over-flow)
- E. Athletics (COVID -19 Action Team):
 - Team is in place
 - Dusty Shepherd will help with facilities
 - Sound system is up and running (I-Pad required to operate)

VPFA

- A. HR Updates – Open/available positions were shared with the Cabinet
- B. Facilities Updates:
 - Meeting scheduled for Monday, August 3rd to discuss the unit generator
 - Will receive a bid on the Solar System on August 3rd
 - Vector control – Culinary Building (Carey Tucker will check into the cost and report back)
 - The discussion of identifying a Lead Person/Contact for each building on both campuses with the duties of identifying/reporting repairs (Each Lead person will do a walk- through of their designated building with Dr. Wallace; also, Kathy Modica will follow-up with Dr. Wallace by providing a list of every building on both campuses)
- C. Re-opening Issues:
 - Buildings locked /unlocked – Buildings will remain locked until Monday, August 10th - (unlocked)
 - Remote Work vs On Campus for staff and faculty – Being discussed
- D. CARES Spending Update – Data was shared with the Cabinet; a small amount of Institutional funds is still available to spend

AVPA

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 – Received Bystander Prevention video approval from DOJ; Interview Team is reviewing applicants for Advocate position
- D. **Verizon** - Dr. Murders
- E. **Delta Regional Authority (DRA)** – Culinary – Dr. Tully-Dartez
- F. **Early College/Career Coach grant** – Dr. Moore – 20/21 MOU’s signed; Concurrent – Reaching out to High School Counselors for student enrollment documents
- G. **Mentor-Links Grant** – Dr. Murders
- H. **Career Pathways** – Dr. Moore – Preparing for Summer Book return and Fall pick-up Books on July 30th and August 13th
- I. **Upward Bound** – Dr. Moore – Planning for Saturday Programming to begin August 22nd
- J. **NSF Grant** – Dr. Murders
- K. **JAG (Jobs for America’s Graduates)** – Dr. Moore – Staff training with the AR Division of CTE scheduled for July 21st and July 22nd via Zoom

IV. Announcements

- Bridge to College Algebra Awards Ceremony is scheduled for July 30, 2020 – 6:00 p.m. (Heritage Plaza)

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
July 31, 2020	SouthArk Board Retreat	Zoom Meeting	9:00 a.m.
July 31, 2020	SouthArk Rad Tech Pinning Ceremony	Heritage Plaza	7:00 p.m.