

Cabinet Meeting – August 26, 2020
Board Room 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 – August 12, 2020 - Approved
 (No Official Meeting – August 19, 2020)

President

VPAA

- A. Approval to fill/hire for Safety Instructor - Approved

VPSS

VPFA

AVPA

AVPIP/AS

II. Discussion

President

- A. Buildings Survey – Dr. Wallace went over the specifics for the buildings survey (walk throughs). First plan of action will be to create a survey (Dr. Stephanie Tully-Dartez), and send out to gather information on the following:

- Safety
- Mechanical
- Cosmetic
- M&R

The next step will be to create a “check off” form which will be used as each building is surveyed. The walk throughs will start in early October on Friday’s (schedule will be made by Kathy Modica). Dr. Wallace, Carey Tucker, the Building Lead, and Dusty Shepherd will conduct the walk throughs.

- B. CARES Act (Fall Semester) – The distribution of funds for students for the Fall 2020 semester was discussed. (same procedures/requirements as previously used)

- C. HLC – The Cabinet discussed who’s on the SouthArk Team and the timeline.
- a team and a timeline are in place
 - will revisit/discuss again in early September

- D. Cabinet Meetings Rotation on Campuses – Dr. Wallace discussed the following changes which will start September 2, 2020:

- On the first Wednesday of each month → The Cabinet Meeting will be held on West Campus
- On the second Wednesday of each month → One-on-One individual Cabinet member meetings with Dr. Wallace
- On the third Wednesday of each month → The Cabinet Meeting will be held on East Campus-WFD 103

- On the Fourth Wednesday of each month → No Official Meeting, instead a round table discussion with Cabinet, Deans, Program Directors, Faculty, and others (location is still to be determined, and minutes will not be taken at these discussions)

Cabinet will follow-up with suggestions for Facilitators/Leaders for the round table discussions.

- E. Succession Planning (in case of SouthArk going completely virtual) – The Cabinet discussed plans/ideas if SouthArk had to switch to complete virtual operations. Ideas such as taking home Laptops every night, and saving information/work in multiple locations (ex. thumb drives).

VPAA

- A. CARES Act (ARNEC) – Proctors are needed for the ARNEC Program and funding from the CARES Act is being considered to cover the cost.
- B. Safety Issues – The Cabinet discussed policy procedures concerning safety issues of glass windows on office doors.

VPSS

- A. Virtual Business Development Enterprise Conference – Dr. Wallace will give the welcome at the conference which will be held at the El Dorado Conference Center (ECC) on October 2nd.
- B. CARES Act (Financial Aid) – The Cabinet discussed the need of additional funding for “extra help” employees for the SouthArk Financial Aid Department.

VPFA

- A. HR Updates – Data was shared with the Cabinet on open/available positions (complete list is on the web)
- B. Facilities Updates

AVPA

AVPIP/AS

- A. Reporting – Dr. Stephanie Tully-Dartez is currently working on state and federal funding reporting.

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 - 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

IV. Announcement