

**Cabinet Meeting – September 15, 2021
Admn. Board Room #309 – 10:00 a.m.
Minutes**

Present	Absent	Cabinet Member Name
X		President, Dr. Bentley Wallace
X		VP for Academic Affairs (VPAA), Dr. Stephanie Tully-Dartez
X		VP for Student Services (VPSS), Dr. Derek Moore
		Vice President for Finance & Administration (VPFA), Vacant
X		Associate VP for Administration (AVPA), Dr. Tim Kirk

I. Action

A. Approval of Minutes – September 1, 2021- Approved

President

VPAA

- A. COVID Funds for Team Viewer – CRRSAA Funds will be checked for Purchase - Approved
- B. CCSSE Registration – October 31st - Approved
- C. COVID Relief Distribution for Fall (students) – October 7th (new forms to be released to students)- Approved

VPSS

VPFA

AVPA

A. Anticipating Completion of Spring Schedule & Start of Registration -Lock Date -October 11th - Approved

SHARED GOVERNANCE -Committee & Council Membership Nominations (group 2) – Approved by email

II. Discussion

President

VPAA

- A. Graduation – Split ceremonies are being considered for December graduation (details will be sent out)
- B. Speaker – Two candidates are being considered

VPSS

- A. Enrollment Data – Data will be shared with the Board
- B. Early advising/registration date – Lock date – October 11th
- C. Student housing feasibility study- Advisory Committee meeting scheduled for today
- D. COVID Update – Data was shared with the Cabinet on student numbers (Dr. Wallace to send out full updates)
- E. DOJ grant closeout – September 30th is the closeout
- F. Athletics
 - return to play action team will look at protocols for COVID (will continue to monitor and report)

VPFA

- A. HR Updates – A complete listing of available/open positions is on the web
- B. Facilities Updates
 - alarm system in the McWilliams House is to be installed at the end of the month
 - bid documents on the McWilliams House should be completed next week

AVPA

- A. Hiring Process Review – Section 2.49 (Initiating the Hiring Process) of the APM was reviewed
- B. Projected Salary Costs – Detailed data was shared and reviewed by the Cabinet
- C. J1-Desktop – The Cabinet discussed not upgrading the J1 Desktop until the new AVPF is on board
- D. Herring Bank – The Cabinet discussed the procedures as they may fall under the new AVPF

III. Grant Updates/Progress Reports

- A. Grant Development
- B. **DOJ (Department of Justice) Consortium**– Dr. Moore – Planning to attend the Arkansas Coalition Against Sexual Assault in Hot Springs (September 22-14); Planning to implement Safe Colleges modules for new students
- C. **Verizon** – Dr. Tully-Dartez
- D. **Verizon Food Pantry Grant** – Dr. Moore – Discussing fall student distribution dates
- E. **Early College/Career Coach grant** – Dr. Moore – Career Coaches have begun meeting with students and providing access to academic & career prep resources
- F. **Mentor-Links Grant** – Dr. Tully-Dartez
- G. **Career Pathways** – Dr. Moore – Staff participated in recent Resource Fair during New Student Orientation
- H. **Upward Bound** – Dr. Moore – Beginning process for responding to upcoming RFP
- I. **NSF Grant** – Dr. Tully-Dartez -
- J. **JAG (Jobs for America's Graduates)** – Dr. Moore – Provided information session at New Student Orientation; Recruiting students
- K. **Perkins** – Dr. Moore – Conducting inventory review

IV. Announcements:

- Johnson Controls should have the security system installed in the Student Center (McWilliams House) before October 1st.
- Review of fiber optic conduit bank is completed (report has been sent to CADM and engineers for final bid Document preparation
- Bid documents for the Student Center (McWilliams House) should be complete next week with advertisement the week of the 27th.
- Chief Virden is finalizing this year's Clergy report.