

**Cabinet Meeting – October 20, 2021
East Campus Room #121 – 8:30 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 |
| | | VP for Finance & Administration (VPFA) – Vacant |
| X | | Associate VP for Finance (AVPF), Mr. John Baine |
| X | | Associate VP for Administration (AVPA), Dr. Tim Kirk |
| | | |

I. Action

A. Approval of Minutes – October 6, 2021- Approved

President

VPAA

VPSS

A. Student Recognition Ceremony (November 18, 2021) – Approved
(COVID protocols will be followed)

VPFA

AVPA

SHARED GOVERNANCE

II. Discussion

President

A. Leadership Development Program updates/discussion:

- two cohorts (ten in each)
- schedule being developed
- Blackboard (16 weeks)
- pricing
- books

B. Mask Update – (reviewed every 30 days) – Masks are still required inside buildings, inside events, and classrooms (Dr. Wallace to send out full details)

C. Fleet Update:

- bus has been purchased (policies on usage being developed)
- van to be purchased
- mini- van to be purchased
- SUV to be purchased
- enclosed trailer to be purchased

(fleet to be wrapped with SouthArk logo)

D. ECC update/discussion:

- catering details/procedures
- bistro usage

- I-pads for ordering
 - positions (marketing, manager)
- E. Business Office
- reports being processed
- F. VPFA Search – Interviews conducted today
- G. Loaner Laptops (students) – Inventory to be conducted on availability
- H. Blackboard Update – Blackboard has been repaired
- I. Website Update – Website being examined for possible malware
- J. Email Messaging – (SACC-ALL) – Must be reviewed before sending out

VPAA

- A. Faculty Advising Day – Training module is being developed
- B. Division Recruiting Meetings – The first two weeks of November
- C. Graduation -December 16, 2021
- two sessions – 5:00 p.m. & 7:00 p.m.
 - unlimited guest
 - location for pictures
- D. Buildings updates/changes
- transfer center being discussed

VPSS

- A. Early Advising / Registration (system update) – The system is up and functioning properly (class schedule to be placed on the web)
- B. Spring Registration Meetings – Being developed
- C. COVID Updates (students) – Data was shared with the Cabinet
- D. Athletics
- maroon & white game – (October 20th)
 - \$5 door charge
 - masks required for inside events
 - no concession
 - season passes are being developed
 - basketball starts in November
- E. Student Center – All equipment has been ordered and is on campus
- F. Student Housing Feasibility Study – The survey link was sent out to students last week by Dr. Wallace
- G. Return to Play – Masks required for indoor events

VPFA

- A. HR Updates – A complete listing is on the web
- B. Facilities Updates
1. Student Center (McWilliams House)
 - walk through scheduled for tomorrow
 - ramp location – being reviewed
 - roof being repaired (tiles)
- C. M & R – East Campus January 20th (the pick-up of old equipment)
- equipment/merchandise will be placed on pallets - (Excel inventory list required)

AVPF

- A. Reports – Accounting reports are being processed
- B. Legislative Packet – Being developed

AVPA

- A. Jenzabar Upgrade – To be installed

III. Grant Updates/Progress Reports

- A. Grant Development
- B. **DOJ (Department of Justice) Consortium**– Dr. Moore – Grant ended September 30th; Processes in place to continue related activities with support from various campus departments
- C. **Verizon** – Dr. Tully-Dartez
- D. **Verizon Food Pantry Grant** – Dr. Moore – Discussing Grand Opening of the food pantry new location (early November); Planning for Thanksgiving distribution
- E. **Early College/Career Coach grant** – Dr. Moore – Discussing communications flow with EHS staff & SouthArk Career Coaches
- F. **Mentor-Links Grant** – Dr. Tully-Dartez
- G. **Career Pathways** – Dr. Moore – Distributing EdPays student stipends for eligible participants (\$100)
- H. **Upward Bound** – Dr. Moore – Gathering data from El Dorado High School to be included in upcoming proposal
- I. **NSF Grant** – Dr. Tully-Dartez -
- J. **JAG (Jobs for America’s Graduates)** – Dr. Moore – Started a new student club/organization
- K. **Perkins** – Dr. Moore – Planning for upcoming program review

IV. Announcements: