

**Cabinet Meeting – December 1, 2021
Admn. Board Room #309 – 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 – November 17, 2021 - Approved

President

VPAA

A. Approval of Biology Faculty Position – Approved for Advertisement

B. Approval of Math Faculty Position – Approved for Advertisement

VPSS

VPFA

AVPF

AVPA

A. Approval of IT Position – Approved for Advertisement

B. Approval of Skilled Tradesman Foreman Position – Approved for Advertisement

SHARED GOVERNANCE

II. Discussion

President

A. Masks – SouthArk has no new cases reported for COVID-19, and reviews are being conducted weekly. The reopening Task Force are to meet tomorrow to make decisions on mask requirements. (information will be sent out)

B. ACC Conference Board – The ACC Conference Board is a great opportunity for Professional Development, and the Cabinet will decide on a representative from the college.

C. HLC Conference – The Cabinet discussed plans for the HLC Conference (a list of college representatives to attend virtually is being developed)

College Representatives to attend in person:

Dr. Bentley Wallace

Dr. Stephanie Tully-Dartez

Dean of Arts and Science

VPAA

A. Graduation Updates

- mask requirements will be sent out after the re-opening task force meeting
- set up & spacing of chairs being discussed
- programs being developed
- student speakers (speeches being reviewed)
- new artificial ferns (being purchased for decoration)

B. Categorization for HEERF Funds – Data was presented and reviewed by the Cabinet (updates on purchases will be sent to Dr. Wallace for approval)

VPSS

- A. Student Housing Study – A Zoom meeting with SCION is scheduled for December 8th
- B. Enrollment Update – Follow-ups are being completed to send to Dr. Wallace
- C. Christmas Parade – December 2nd, and will feature the “Stars Float”
- D. Athletics Bus – The travel plans, bus rules, and bus drivers are being developed

VPFA

- A. HR Updates – Available/opens positions were shared (a complete listing is on the web)
- B. Facilities Updates
 - carpet has been removed from the Adult Ed building
 - Christmas decorations are being placed on buildings

AVPF

- A. Updates
 - currently consulting with Jenzabar
 - roles and security for the business department being reviewed
 - close-outs for financial reporting are being completed
 - auditors will be on campus soon (location for office set-up is being reviewed)
 - cross training is being developed for Foundation reporting

AVPA

- A. Updates
 - drives (L & U) will be backed-up every night
 - checking on an outsourcing fee

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 – Grand opening of the food pantry is November 4th in the Library; 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 – Working on RFP response for new UB Grant
- I. **NSF Grant** – Dr. Tully-Dartez -
- J. **JAG (Jobs for America’s Graduates)** – Dr. Moore -Student Club Interest meeting scheduled for November 3rd
- K. **Perkins** – Dr. Moore – Planning for upcoming program review

IV. Announcements: