

**Cabinet Meeting – March 2, 2022
Administration Board Room – 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
X		VP for Finance & Administration (VPFA), Mr. Michael Armstrong
X		Associate VP for Finance (AVPF), Mr. John Baine
X		Associate VP for Administration (AVPA), Dr. Tim Kirk
X		Guest: Heath Waldrop

I. Action

A. Approval of Minutes – February 16, 2022 - Approved

President

VPAA

A. Calendar Amendment - Approved

VPSS

A. 2022-23 Cost of Attendance (COA) - Approved

VPFA

AVPF

AVPA

SHARED GOVERNANCE

II. Discussion

President

A. Update – Heath Waldrop

- Messages/emails are being sent out to students asking if they need help or have questions (700)
- Direct mail (flyer & a copy of the view book) have been sent to students that have not been to campus (350)
- Tour groups are coming to campus
- March 1st was SouthArk Day

B. Registration Schedule

- Early Advising for Summer – March 7th
- Early Advising for Fall – March 14th
- Book Adoptions – April 1st
(Charley Hankins & Heath Waldrop are to send out information)

C. Global Calendar – A draft of the new Global Calendar was shared with the Cabinet

Further discussion of:

- how the calendar will be shared
- all information is to be sent to Kathy
- categorize information/departments by color

- D. Board Meetings
 - Budget/Finance Committee meeting – March 9th
 - Board of Trustees meeting – March 15th
 - Board meetings to be held in different locations/departments on campus discussed by the Cabinet
- E. Mission Statement – The location on the web for the Mission Statement is being reviewed (under the About Heading)
- F. East Campus Offices – The Cabinet is to rotate working on East Campus (more Cabinet exposure/engagement/assistance)
- G. ACC Call for Proposals – The ACC Annual Conference will be held in Hot Springs (October 10th, 11th)
 - Outstanding faculty and staff will be recognized
 - Outstanding Alumni will be recognized but will not attend the conference
 - Student Services submits student information to Mary Kate Sumner
 - Academic Affairs submits faculty information to Mary Kate Sumner
 - Mary Kate submits all information to ACC (one point of contact)
- H. Charging Station – April 30th is the date for the Grand Opening for the Charging Stations (charging stations will be free for use)
- I. Human Resources
 - Classified to non-Classified updates from Higher Ed were discussed by the Cabinet (more information to come)
- J. Analytics for the Web – The Cabinet is to report at the next meeting a list/spreadsheets of recommendations/corrections/events happening in their departments. (departmental goals)
- K. Title III Waiver – Awarding/spending process discussed by the Cabinet
 - Stephanie Dartz is to verify the deadline for submission and to whom the information is to be sent
 - A reliable system for receiving and processing of the Title III Waiver is to be put in place
- M. Bistro Updates:
 - Outside concepts for coffee vs SouthArk’s own brand is being discussed
- N. PAF’s – Michael Armstrong (VPFA) is being added to the process
- O. Forestry Program – (Pilot Program) – Dr. Wallace is to pitch this program on March 4th (more to come)

VPAA

- A. Chairs for Warren – Caster chairs are being considered for purchase (a site visit to Warren is scheduled for next week)
- B. Fees for Nursing Lamps – The process for payment is being reviewed (\$84.00)
- C. Concurrent Summer Rates – Being discussed by the Cabinet (junior and senior year rate)
 - discount rate
 - scholarship

VPSS

- A. Northwest Avenue Crossing – For safety measures, the shrubs are to be trimmed
- B. ECC Vagrant Traffic – Discussed by the Cabinet
 - increasing security visits
 - the time for opening the building
- C. COVID (students)
 - one student in quarantine
 - required mask signs are to be removed from the doors
- D. Athletics
 - advertisement for new head basketball coach
 - sports information is being reviewed
 - good report for softball audit (passed audit)

- April 8th – basketball banquet

VPFA

- A. HR Updates – complete listing of open/available positions on the web
- B. Facilities Updates
- C. Aligning Termination of Copier Leases
 - timelines are being reviewed
 - contracts are being reviewed
- D. Bookstore Task Force
 - what does the future of the bookstore look like
 - making sure the bookstore is an asset to the college
 - ways to improve the bookstore
 - “pop up shop” at games to sell SouthArk apparel - being discussed

AVPF

Updates:

- Legislative Audit is upcoming
- Institutional Deadline Reports are up coming

AVPA

Updates:

- The chiller at the Tech Building is to be removed during the week of spring break
- Replacement of the air conditioner in the McGehee Building is being discussed
- March 23rd – ARE-ON Technicians will be on site and the internet connection will be down for about 5 minutes

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 Foundation (Stars Market Food Pantry)** – Dr. Moore – Collaborating with program for student food distributions / meals
- E. **Early College/Career Coach grant** – Dr. Moore – Finalizing results from EHS Career Coach interviews
- F. **Mentor-Links Grant** – Dr. Tully-Dartez
- G. **Career Pathways** – Dr. Moore – Awaiting results from state review
- H. **Upward Bound** – Dr. Moore – Planning and budgeting for summer and end-of-year programming
- I. **NSF Grant** – Dr. Tully-Dartez -
- J. **JAG (Jobs for America’s Graduates)** – Dr. Moore – Hosting High School visits in March (Crossett and El Dorado); Attending EHS/Murmil Education Center’s College Day (March 9)
- K. **Perkins** – Dr. Moore – Continuing to update Perkins V Comprehensive Needs Assessment

IV. Announcements: