

**Cabinet Meeting – April 7, 2022
ADM 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
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, Cynthia Reyna

I. Action

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

President

VPAA

VPSS

VPFA

AVPF

AVPA

SHARED GOVERNANCE

II. Discussion

President

A. Updates:

1. Heath Waldrop

- Outreach Campaigns / recruiting
- Student Ambassador Update
- Notification of awards received for Advertising

2. Cynthia Reyna

- AwardSpring Software update and results of applications
(400 applications so far this spring – Up from 150 in previous years)
- Annual Fund Drive for employees – Should we do it or not?
- Annual Scholar / Donor Luncheon – April 7th

B. IPEDS Data Submission Update: John Baine, Michael Armstrong, Stephanie Tully-Dartez

C. Chamber Annual Meeting (April 20th) – Attendee list developed with input from Cabinet

D. Administrative Professional Day (April 27th) – Cabinet members to coordinate with staff in their respective area (Kathy Modica to send a reminder to the Cabinet with registration information)

E. U-Lead (Union County Leadership) – Confirmed that Michael Armstrong is registered to participate

F. Budget Planning Meeting – (Coordination for the week of 4/11)
(Kathy Modica to set up committee meeting(s))

G. Mandatory Training Review – Cabinet to review list of employees who need to catch up on training. HR to send out more frequent reminders about due dates. Professional Development Committee will review the

online training requirements and make recommendation to HR and the Cabinet regarding amount, frequency, and prioritizing content.

(Kathy Modica to contact Mary Kate Sumner and ask her to help collaborate with the Professional Development Committee to get the conversation started)

H. Emergency Response Plan Update

- Michael Armstrong to lead the process of updating SouthArk's Emergency Response Plan

I. PTK Induction – (reminder) - April 7th – 6:00 p.m.

J. Athletic Banquet – (reminder) – April 8th – 6:00 p.m.

VPAA

A. Employee Survey – To be sent by mid-April

B. ARDOT / TAP Grant – The application window is now open and an internal meeting will be scheduled to review options

C. Book List – Summer and Fall Book List is updated, current, and compliant

D. Mary Kate Sumner – Will lead the “Bridge to College Algebra” program this summer

E. HLC Conference Review – Dr. Tully-Dartez to schedule a meeting for follow up / review

F. Commencement Update:

- May 12, 2022
- El Dorado Conference Center (ECC)
- Split ceremonies – 5:00 p.m. & 7:00 p.m.

VPSS

A. Summer / Fall Registration – Daily reports are to begin soon

B. HEERF Student Contact (replacement) – Still working to determine the best way to fill (or not) the open HEERF position

C. COVID (student Update) – Only one student in quarantine

D. Concessions (El Dorado – Union County Sports Complex) – SouthArk has been made aware of the opportunity to submit a bid on the contract for south concessions

E. Athletics Update:

- Basketball Banquet reminder
- Men's basketball coach interviews being conducted
- Post-season play for baseball and softball will occur in the first season

F. PBL State Conference Update:

- Four students qualified for national competition
- Discussion regarding cost of travel / potential fundraising

VPFA

A. HR Updates – Reviewed complete list of open positions

B. Facilities Updates:

- Received quote to potentially re-key all of Whitfield
- Irrigation system repairs update
- McGehee Building painting project update
- Library fire panel project update
- Crosswalk upgrade options for the future, including potential speed indicators
- SACUBO and NACUBO conference and PD updates

AVPF

A. Updates:

- Searching for PD opportunities for business office personnel
- Will have updated Legislative Audit schedule soon

AVPA

A. Updates:

- McWilliams House (Student Center) update
- Discussion about “blue light” phones in parking lots and potential for additional parking lot cameras
- Cyber threat intrusion detection system equipment and services are being deployed. Center for Internet Security “ALBERT” Sensor is operational, and multi-factor authentication is rolling out to limited participants now. Expansion of MFA in near future.

III. Grant Updates/Progress Reports

- A. Grant Development
- B. **Verizon** – Dr. Tully-Dartez
- C. **Verizon Foundation (Stars Market Food Pantry)** – Dr. Moore – Planning to attend the Arkansas College Hunger Summit in Little Rock (April 14th)
- D. **Early College/Career Coach grant** – Dr. Moore – Sharneshia McGhee began as the new career coach assigned to the El Dorado School District on April 1st
- E. **Mentor-Links Grant** – Dr. Tully-Dartez
- F. **Career Pathways** – Dr. Moore – Received high remarks from recent state review
- G. **Upward Bound** – Dr. Moore – Program staff and students planning for summer cultural trip in San Antonio (July 5-8)
- H. **NSF Grant** – Dr. Tully-Dartez -
- I. **JAG (Jobs for America’s Graduates)** – Dr. Moore – Planning to attend the National Career Development Conference in Dallas (May 5-7)
- J. **Perkins** – Dr. Moore – Continuing to update Perkins V comprehensive needs assessment

IV. Announcements: