

**Cabinet Meeting – April 21, 2022
East Campus – Workforce 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
		Guest:

I. Action

A. Approval of Minutes – April 7, 2022 - Approved

President

VPAA

VPSS

A. SouthArk’s Academic All-Star – SaKiya Gill - Approved

VPFA

AVPF

AVPA

SHARED GOVERNANCE

II. Discussion

President

A. Email Update

- Engineers are working to fix the email issues (email outages on the 2nd server)
- Complete update was given by Dr. Kirk

B. Mayhaw Festival

- Saturday, May 7th
- SouthArk has been asked to participate
- SouthArk will be set up in one specific area with available resources
- Email to be sent out by Dr. Moore for SouthArk participation

C. Sign at East Campus – Stephanie Dartez to check on the update

D. ACC Representative – Philip Shackelford is the new SouthArk representative (Dr. Wallace to inform ACC)

E. EV Charging Stations

- The charging stations are almost complete
- May 2, 2022 is the Grand Opening
- Participants & coordination is being developed
- Electric Vehicles will be included for charging

F. NISOD (National Institute for Staff and Organizational Development)

- SouthArk has been selected as a “2022 Most Promising Places to Work in Community Colleges Award Winner”

- SouthArk will be recognized and receive the award on May 31st in Austin, TX (Dr. Wallace to accept the award)

VPAA

- A. Graduation Updates
 - Students have been contacted
 - Website has been updated
 - Cabinet partake discussed
 - Practice at 10:00 a.m. on May 12th
 - May 12, 2022 – ECC - Graduation (two sessions: 5:30 p.m. & 7:00 p.m.)
- B. Catalog
 - Review is underway (online catalog)
 - Departments are to submit edits/changes to Mary Kate Sumner
- C. Planning Retreat – June 20-24, 2022
 - Agenda Items being discussed

VPSS

- A. Summer / Fall Registration
 - Students are being advised and registered
 - Numbers are trending ahead of last year
- B. HEERF Student Contact (replacement)
 - Discussed by the Cabinet:
 - The use of existing people
 - Making it a full or part-time position
- C. ACT Testing Contract (facilities) Updates
 - It's time to sign a new contract
 - SouthArk has also been approved for digital testing
- D. COVID-19 (Student Update)
 - Zero students in isolation or quarantine
- E. Athletics
 - Men's Head Basketball Coach Position – Interviews on finalist to be held next week
 - Student Recognition Ceremony – April 21st – 6:00 p.m.

VPFA

- A. HR Updates – A complete listing of all open/available positions is on the web
- B. Facilities Updates
 - Arboretum – the faucet leak has been fixed, but a new leak has occurred and is being addressed
 - HSC – the first floor is being treated for termite damage due to a water leak (the entire building is to be inspected)
 - Gym – the north wall underneath the goal is to be repaired for chipped paint
- C. Executive Cabinet Meeting (conflict ULEAD 11) – The day and frequency of the Executive Cabinet monthly meetings are to change in May (more to come)
- D. Bookstore Task Force – A new Bookstore Task Force is being formed and will address the following:
 - Dates and timelines for book adoptions
 - 3 year visions (starting FY 23-24 Academic year)
 - Finding ways to put money back into the college
- E. Safe College
 - Safe College Training being reviewed
 - A reminder from HR to complete the training is to be sent out
 - Professional Development Committee to meet and discuss better ways to utilize the training
- F. Expenditure Deadlines for FY 22-23 – Discussed by the Cabinet

G. Capital Requests

- Email has been received from ADHE for capital requests (every two years)
- Due by May 31st
- (Major capital expenditures for the college)

AVPF Updates

- A. Currently attending Jenzabar training
- B. Bookstore – meeting with vendors
- C. Auditors – on campus in May

AVPA Updates

- A. Ad has been placed with Indeed for IT Analyst
- B. End of Year purchasing being addressed
- C. May 16th is the set date for J1-Desktop

III. Grant Updates/Progress Reports

- A. Grant Development
- B. **Verizon** – Dr. Tully-Dartez
- C. **Verizon Foundation (Stars Market Food Pantry)** – Dr. Moore
- D. **Early College/Career Coach grant** – Dr. Moore
- E. **Mentor-Links Grant** – Dr. Tully-Dartez
- F. **Career Pathways** – Dr. Moore
- 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: