

**Cabinet Meeting – May 17, 2022  
ADM 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: Heath Waldrop

**I. Action**

A. Approval of Minutes – April 21, 2022 - Approved

President

VPAA

VPSS

VPFA

AVPF

AVPA

SHARED GOVERNANCE

A. Planning Council – APM Changes, Syllabi Template Updates, Curriculum Changes/Updates -(April 22, 2022 & May 22, 2022) – Approved

**II. Discussion**

President

A. Update – Heath Waldrop

- The 3-dimensional design embossed on the south sidewalk of the ECC is the art work of former graduate Jessica Rocket
- Recruiting:
  - contacting people who did not successfully complete their SouthArk application
  - hosting campus visits
  - TEAMS meeting to be set up for more marketing ideas

B. Event Set-up – Outreach Project

C. Transition for Dr. Derek Moore – July 1<sup>st</sup>

- Establish a committee
- Operational changes
- Director of Athletics

(Cabinet to submit ideas on organizational structure to Dr. Wallace)

D. 11<sup>th</sup> Day Enrollment – Discussed by Cabinet for a particular student

(Michael Armstrong to inform student of the Cabinet’s decision)

E. BOT-Budget/Finance Committee – May 17<sup>th</sup> at 3:00 p.m.

F. ENDS Report – To be reviewed

G. Branding:

- The space behind the McWilliams House (Student Center)
- Bistro
- Bookstore

### VPAA

- A. Alternate Work Schedules – Summer remoting to start immediately through July 30<sup>th</sup>
  - One-day a week for remote work
  - VP's to work out schedules in their departments
- B. Project Management Strategy
  - List of projects
  - Identify major projects
  - Determine who will lead the projects
  - Effective management tools
  - Time-line for projects
  - Integrate into TEAMS (calendar invites)

### VPSS

### VPFA

- A. HR Updates – A complete listing of open positions is on the web
- B. Facilities Updates
- C. Moday.com – Workflow (forms) Manager and Project Manager (Discussed by the Cabinet for possible purchase)
  - Up to 25 users
  - Everything is automated
  - Forms available
  - Documents with signatures
  - More user friendly than Microsoft Office

### AVPF

- A. Audit Planning Meeting held on May 16, 2022

### AVPA

- A. Facilities Update
  - 1. McWilliams House (Student Center)
    - First event to be held in late June
  - 2. McGehee Building
    - Heating Project completed
    - Building is scheduled for termite treatment

## **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:**