

**Cabinet Meeting – July 19, 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
		VP for Student Services (VPSS), Vacant
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

**I. Action**

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

President

A. 2022-23 ACC Leadership Institute (attendee) – Michael Armstrong (VPFA) - Approved

VPAA

VPSS

VPFA

AVPF

AVPA

SHARED GOVERNANCE

**II. Discussion**

President

A. Perkins – Training on August 11<sup>th</sup> (SouthArk will host)

B. Shared Updates from Student Services Deans (Dr. Tavorn, Veronda Tatum, Tim Johnson)

C. New ARP Funding

- Funds received - \$380,000
- Special Called Board Meeting to be scheduled this week to accept funding

D. Secondary Career/Concurrent Enrollment Update

- Dr. Wallace & Dr. Stephanie Dartez met with the Superintendent of Smackover/Norphlet High School, Mr. Robby Frizzell

E. Outdoor Expo – Saturday, September 10, 2022

F. Board of Trustees Retreat – Friday, July 29, 2022

VPAA

A. Enrollment (Summer) Update

- Summer Enrollment is low
- Data reviewed by the Cabinet

B. Retirement-Dean of Health Science (Caroline Hammond)

- Date – Monday, August 1<sup>st</sup> – Retirement Celebration

- Interim Dean – Cindy Myers – August 15<sup>th</sup>
- Genevieve White (Director of Nursing), will report to Stephanie Tully-Dartez, and everyone else will report to Cindy Myers

#### VPFA

##### A. HR Updates

- Open Positions – List reviewed by the Cabinet (complete listing in on the web)

##### B. Facilities Updates

- HSC Bldg: flooring is finished
- Arboretum: still need track repairs, fence repairs, and concrete pads for benches
- ECC: lighting system will have to be replaced entirely throughout the building. (Gathering info and pricing)
- Tech Bldg: completing installation of new chiller
- McWilliams House: finishing up construction
- McGhee Bldg: starting construction to replace damaged eaves/overhangs in preparation for painting the exterior
- Still have the quotes from last month for campus improvements

##### C. Auditors – working with the on-site auditors (process flow sheet)

##### D. Business Office Personnel – to be placed in the ECC during advising periods

#### AVPF

##### A. Evaluate APM-2.23b – Influenza Leave Policy

- Revision – Beginning Process to be performed through the HR Committee

#### AVPA

##### A. APM - 2.23c Catastrophic Leave Bank Program

- Revision – Beginning Process to be performed through the HR Committee

##### B. Switch to Outlook 365 – (Faculty & Staff)

- Discussed by the Cabinet (more to come)

### **III. Grant Updates/Progress Reports**

#### A. Grant Development

#### B. **Verizon** – Dr. Tully-Dartez

#### C. **Verizon Foundation (Stars Market Food Pantry)** –

#### D. **Early College/Career Coach grant** –

#### E. **Mentor-Links Grant** – Dr. Tully-Dartez

#### F. **Career Pathways** –

#### G. **Upward Bound** –

#### H. **NSF Grant** – Dr. Tully-Dartez -

#### I. **JAG (Jobs for America's Graduates)** –

#### J. **Perkins** –

### **IV. Announcements:**

- Outdoor Expo – Saturday, September 10, 2022
- Convocation – Wednesday, August 17, 2022