

**Cabinet Meeting – October 4, 2022  
ADM Board Room – 8:30 a.m. – 11:00 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), Interim-Dr. Stephanie Tully-Dartez
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 – September 6, 2022 & September 20, 2022 - Approved

President

VPAA

VPFA

AVPF

AVPA

SHARED GOVERNANCE

**II. Discussion**

President

A. Update – Heath Waldrop

- Advertising for next Fall (Radio, TV, Snapchat, Tik Tok)
- Student Recruiting
- SouthArk College Fair – October 19<sup>th</sup>
- SouthArk Preview Day (30 registered thus far)
- Meet-The-Stars – October 27<sup>th</sup> (Men’s and Women’s Basketball Teams introduced to the public)

Update – Cynthia Reyna

- Calculating the net profit from the Expo
- Supporting the Art and Historical Society Event – October 13<sup>th</sup> – ECC
- Supporting the Mahony Event (renaming of the Library – October 7<sup>th</sup>)
- Annual Fund Drive is upcoming

B. Academic All Star Auction

- 2022 ACC Conference
- Non-branding items
- Discussions of ideas

C. Transition Team

- Name Change of the College
- Team being developed

D. More Than A Cure Walk

- Friday Morning- October 7<sup>th</sup>
- SouthArk Staff & Faculty to walk around the Plaza in support
- Email to be sent out by Dr. Wallace

#### VPAA

- A. Construction Overlap at the Career Accelerator
  - Meeting today on construction
  - Information to be distributed to inform everyone when construction will start
  - Overview Meeting to be planned – 3<sup>rd</sup> week of October
- B. Convocation for Spring '23
  - Professional Development (Chelsey Turner)
  - Ideas to be submitted
- C. Commencement Plans for December 2022
  - Split Commencement – 5:30 p.m. & 7:00 p.m.
  - Security
  - Parking
  - Pop-Up Cashier in the WHT Bldg.
  - Flow of People
  - Graduation gifts to be sold in bookstore
- D. HEERF Fund Distribution to Students
  - Being reviewed by the Cabinet
- E. SafeColleges
  - Administrators to be identified
  - Accounts to be determined
  - Onboarding of New Hires

#### VPFA

- A. HR Updates
  - Open Positions – Reviewed by the Cabinet (all available positions are listed on the web)
- B. Facilities Updates
- C. Shred Day Cost (approximately \$3,000)
  - Each Building will have a specific time to deliver items for shredding
  - Dates to be determined and sent out
- D. East Campus Expansion (i.e. Bookstore, Bistro, and Vending)
  - Construction is upcoming
- E. Vending Machines – Canteen v. Coca Cola
  - Coca Cola to submit a bid
- F. RFID Fixed Asset Software and Hardware
  - To improve the current process of tracking equipment
  - More information to be gathered
- G. Employee Complaints v. Grievances
  - Currently not a level between Complaints and Grievances
  - The process is being reviewed
- H. Cashier's Window on 2<sup>nd</sup> Floor of ADM
  - Being discussed by the Cabinet
  - To simplify the GL Accounts
  - Process through Herring Bank

AVPF  
Updates

- October 18<sup>th</sup> - Financial Consultant call at 10:00 a.m.

AVPA  
Updates

- M&R Truck on campus – October 17<sup>th</sup>
- SSARP Funds – waiting on procedures for spending

**III. Announcements**