

**Cabinet Meeting – October 18, 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

**I. Action**

A. Approval of Minutes – October 4, 2022 - Approved

President

VPAA

VPFA

AVPF

AVPA

SHARED GOVERNANCE

**II. Discussion**

President

A. Project SHERPA

- New Projects for SouthArk (currently 33 new projects identified)
- Team Leaders will be assigned for each project
- Microsoft TEAMS and Emails to be utilized
- Dr. Wallace to contact potential Team Leaders (more to come)

VPAA

A. COVID Funds to Students

- Emails and texts have been sent to students informing them of their eligibility for pending Funds (150 students)

B. Spring Registration

- 69 students thus far have registered for Spring
- Signature sheet for HEERF Fund to be included

C. Strategic Plan – Action Plans from Departments

- Currently working with departments to identify Action Plans
- Actions Plans to be in place before January

VPFA

A. HR Updates

- Open Positions – a complete listing of open/available positions listed on the web

B. Facilities Updates

- HR met last week and reviewed SafeCollege

- Finalizations on book adoptions are being completed
- eCampus to be added (more to come)
- Shred dates are upcoming (email to be sent out)

#### AVPF

##### Update

- Jenzabar representative to visit the campus (working on a date)
- DF&A – Financial Statements to be reviewed

#### AVPA

##### Update

- Scheduling of Events with security discussed by the Cabinet
- “Onboarding” and “Offboarding” processes to be reviewed

### **III. Announcements**