

**South Arkansas Community College
Board of Trustees Meeting
February 16, 2016
Administration Building Board Room**

Trustees present: Patty Cardin, Steve Cousins, Veronica Creer, Dr. Kermit Parks, David Ross and Charlie Thomas

Absent: Steve Cameron, Gary Griffis and Tasha Sinclair

Staff present: Cynthia Arnold, Barry Bagwell, Phil Ballard, Dr. Mickey Best, Dr. Jim Bullock, Katie Farrin, Caroline Hammond, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Tonya Kendrix, Dr. Tim Kirk, Cynthia Reyna, Jim Roomsburg, Justin Small, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, and Ray Winiecki

Others present: Lindsay Duncan (El Dorado News-Times) and Floyd Thomas

- I. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 3:50 p.m.
- II. Recognitions and Awards – Dr. Jones reported the following:
 - A. The SouthArk Outdoor Expo received two awards by the Arkansas Festivals and Events Association. One award was first place in social media and the second award was first runner up for Festival of the Year.
- III. Regular Meeting Minutes – January 19, 2016 – Board approved.
- IV. Approval of Consent Agenda – Mr. Cousins
 - A. Personnel Report – Dr. Jones presented:
 - New Employees:
None to report
 - Promotions/Transfers/Organizational Changes:
None to report
 - Resignations/Retirements/Terminations:

Gayle Norman	Assistant Professor of Developmental Reading	12.31.15
Grace Osborne	Accommodative Learning Specialist/Advisor	01.18.16
Phil Ballard	Dean of Liberal Arts	06.30.16
Rachel Moore	Institutional Services Assistant – Night	02.01.16
- V. Board Committee Reports
 - A. Real Estate/Facilities Committee – Mr. Charlie Thomas – no report
 - B. Personnel/Planning Committee – Mr. Gary Griffis – no report
 - C. Budget/Finance Committee – Mr. Steve Cameron – no report
 - D. Policy Governance Committee – Mr. Steve Cousins – no report
- VI. Chair’s Report – Mr. Cousins
 - A. Board Process and Performance Monitoring – Mr. Cousins noted that the Board is following procedure. He noted/reminded the Trustees that the Board works directly with/through Dr. Jones for any requests of college employees.
 - B. Board Evaluation of Own Performance – Upcoming in March and will be sent out before the March meeting.
 - C. ACCT Leadership Congress – October 5-8, 2016 in New Orleans, Louisiana
- VII. Financial Services Report – Mr. Carey Tucker presented the following:
 - A. January Monthly Statements

January 2016 highlights included total unrestricted revenue of \$9,475,321.14 which is 64.41% of the total budget of \$14,710,417.00. Total unrestricted expense of \$7,852,802.08 was 53.38% of the total budget of \$14,710,417.00. Total revenues over expenditures at January 31, 2016 was \$1,622,519.06. Total cash and investments at January 31, 2016 was \$7,051,952.94.

VIII. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

1. Mr. Barry Bagwell presented the fourth quarter marketing report for the El Dorado Conference Center. He noted that bookings are currently about 10% ahead for the first quarter of 2016.
2. The auditors are still on campus continuing the FY2015 audit.
3. Jenzabar training continues in preparation for the March implementation.
4. The College completed an EDA grant proposal for matched funding for the AMTC.
5. The College is awaiting permission from the state to demolish the house at 413 Block.
6. New Book sales continued to drop. The College experienced a 30% drop in new book sales from January 15. However, the College had the largest used books sales month ever recorded with over \$115,000. Students were provided more used book options, plus they are finding other options than the bookstore to purchase their books.
7. In an effort to reduce the cost for our Nursing students, the nursing program director, Keitha Davidson, was successful in negotiating cost reductions in nursing supply kits and books by bundling books for programs and shifting to new supplies.

Vice President for Learning – Dr. Mickey Best

1. The Futures in Information Technology (FIT) grant is moving forward with the hiring of Claudine Forte-Johnson as the Grant Manager. Boyette Strategic Advisors of Little Rock has been selected to do a gap analysis. Dr. Laura Goadrich of Conway has been selected as the Curriculum consultant and has already begun interviews with the school districts in the county.
2. The welding building renovation project is complete.
3. SouthArk will hold the first annual SAWS (South Arkansas Welding Skills) competition on March 17th. This competition is for high school welding students from SouthArk's Secondary Career Center and 6 other regional Secondary Career Centers.
4. The Distance Learning department addressed 118 service requests for student and faculty from January 4th to January 27th.
5. Distance Learning website was deployed first week in January. Some of website features include: CIV dynamic calendar, scheduler, technology available for faculty and students along with information regarding accessibility, seminar recordings, policies and procedures, professional development information for faculty, and student best practices and technical requirements.
6. The Occupational Therapy Assistant program accreditation was completed on February 3rd. SouthArk will receive the official accreditation report from ACOTE in April.
7. The dates for the spring performance by the Music Department of Gilbert & Sullivan's *Pirates of Penzance* have been set for April 23rd and 24th.
8. The Liberal Arts division is sponsoring two events to celebrate Black History Month: (1) the 11th annual African American Read-in on Tuesday, February 16th at 12:15 p.m. in the Cypress/Oak Rooms of the conference center, and (2) "The Negro Baseball League," a lecture by Dennis Biddle, Monday, February 22nd, at 7:00 p.m. in the Library Auditorium.

Vice President for Student Services – Dr. Jim Bullock

1. To address the 4.67% decline in enrollment for the Spring 2016 semester, Enrollment Services has examined identifiable demographic trends in order to develop action plans to address them. Although the unofficial overall enrollment for Spring 2016 is down, the number of new students enrolled is higher than in any spring semester since 2012. However, Spring 2016 saw a decline in the number of several categories: new transfers, continuing students, African-American students, and female students. A more positive trend is seen in the number of Hispanic students, concurrent students, and white males, as well as a steadily improving completion rate.
2. To reverse the recent downward trend in enrollment, the college is working collaboratively to update its strategic enrollment plan to create market share in places where perhaps it has not developed its full potential before. The plan includes the following action steps:
 - **Retention.** Improve persistence and retention as the least expensive and most effective path to increased enrollment through increased student success and engagement.
 - **Distance Education.** Expand offerings online to increase our reach and available market
 - **Concurrent Enrollment.** Leverage and expand our partnerships with the high schools in our service area
 - **Third-Party Pay.** Expand partnerships with area business and industry employers to provide funding for additional training for their employees
 - **Grant Programs.** Leverage and expand existing grant programs to attract more students to appropriate career preparations
3. **Early Alert Update**
 A report by the Student Advising Coaches on the effectiveness of the Early Alert System (EAS) addresses directly the issues of student engagement, retention, and success, with the following comparisons of data:
 - Percentage of Early Alert recipients whom student advising coaches were able to contact increased from 71% in Spring '15 to 90% in Fall '15, an increase of 26.8%
 - Instructors using the EAS increased from 64% in Spring '15 to 72% in Fall '15, an increase of 12.5%
 - Persistence rate of students receiving an Early Alert increased from 48% for Fall '14 to Spring '15, as compared to 52% for Fall '15 to Spring '16, an increase of 8.33%.

Chief Information Officer – Dr. Tim Kirk

1. Jenzabar staff continue to conduct training. The College is four weeks away from going live.
 The final pass data extraction/conversion will begin March 18, 2016 with SouthArk live on Jenzabar EX April 1, 2016. Marketing is customizing the new MyCampus portal and Jenzabar mobile application.
2. SouthArk had a soft roll out of the Microsoft 365 portal this past fall. Faculty and students can download MS Office 2013 for their personal use at no cost to them
3. South Arkansas Telephone Company (SATCO) experienced a 152 minute outage that impacted the Bradley County Medical Center and our academic spaces in Warren (02/02/2016 11:22 am / 1:54 pm) due to a damaged fiber cable. SouthArk experienced no data loss as a result of this outage. OIT and SATCO staff are reviewing options to reduce the odds of future outages.
4. SouthArk's email archive has been upgraded with additional external storage for automatic archive backup. Online since 2014 (when brought online, every email in the Exchange database was imported), the archive has over 20 million archived messages.

Chief Institutional Effectiveness & Advancement Officer – Dr. Stephanie Tully-Dartez

1. The Corporate Education Department has recently made two plant visits to Lion Oil and Clean Harbors.
2. Soft skills classes have begun with Murphy USA. The first Class was full and received positive feedback.
3. Adult Education had its first site visit in February. This was both a review and an orientation for the new director. The department should receive the report soon.
4. A day trip to P. Allen Smith's estate has been planned for March 31st to coincide with the upcoming lecture.
5. On Thursday, February 11th, the cabinet and deans participated in a marketing drive to show student appreciation by distributing heart shaped lollipops on campus.

Director of Foundation and External Funding – Ms. Cynthia Reyna

1. Save the date for the following upcoming events:
 - On Thursday, March 10th, at 4:30 p.m. a reception will be held for the Lecture Series speaker, P. Allen Smith.
 - On Saturday, April 2nd – An Evening with the Stars will be held at the El Dorado Conference Center. Tickets are \$125/person.
 - The Annual Donor/Scholar Luncheon is scheduled for Thursday, April 28th, at 12:00 p.m.
2. The Foundation will be able to award up to \$40,000 in scholarships for the 2016-2017 Academic Year.
3. A request for \$850,000 was submitted to U.S. Economic Development Administration for funding of the Advanced Manufacturing Training Center. Awards will be announced in 60 days.
4. Phase II of the Arkansas Natural and Cultural Resources Council (ANCRC) Grant for further renovation and restoration of the W.F. and Estelle McWilliams House and property (Calahan residents) will be submitted in March.
5. The Annual Employee Fund Drive will kick off in late February.

B. Higher Learning Commission Reaccreditation site visit is November 28-29, 2016

C. Lecture Series Update – Mr. Phil Ballard reported:

- The next regular lecture series speaker will be P. Allen Smith on March 10th at 7:00 p.m. in the ECC.

D. Additional Presidential Announcements

- The committee continues to work on the ADHE Master Plan. Hope to have a report and recommendations by late spring.

IX. Announcements

X. Executive Session (if required)

XI. Adjournment – The meeting adjourned at 5:00 p.m.

Patty Cardin, Secretary