

**Board of Trustees Meeting
March 15, 2016
Administration Building Board Room
Minutes**

Trustees present: Steve Cameron, Patty Cardin, Steve Cousins, Gary Griffis, Dr. Kermit Parks, and Charlie Thomas

Absent: Veronica Creer, David Ross and Tasha Sinclair

Staff present: Phil Ballard, Dr. Mickey Best, Dr. Jim Bullock, Caroline Hammond, David Henry, Sherry Howard, Dr. Barbara Jones, Susan Jordan, Tonya Kendrix, Dr. Tim Kirk, Francis Kuykendall, Cynthia Reyna, Justin Small, Ann Southall, Carey Tucker, Heath Waldrop and Ray Winiecki

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

- I. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 3:53 p.m.
- II. Recognitions and Awards – Dr. Jones reported that Heath Waldrop, Coordinator of Marketing and Communications, received a Gold Paragon Award from the National Council of Marketing and Public Relations. This award was for the best community college promotional video in the nation during the 2014-15 academic year. The summer promotional video received a Bronze Paragon Award in the category of Video Shorts.
- III. Regular Meeting Minutes – February 16, 2016 – Board approved.
- IV. Approval of Consent Agenda – Mr. Cousins
 - A. Personnel Report – Dr. Jones presented:
 - New Employees:

Donald Lee	Manufacturer’s Training Instructor
03.01.2016	
Debra Allison	Adult Education E & T Case Manager
03.07.2016	
Shondranise Wright	Carl Perkins Program Advisor
03.28.2016	
 - Promotions/Transfers/Organizational Changes:

Jim Roomsburg	from Dean of Business and Information
03.01.2016	
	Technology to Division Chair, Business and Information Technology
 - Resignations/Retirements/Terminations:

Kelly Thompson	Foundation Development Assistant
02.19.2016	
Becky Riggs	Director of Human Resources
05.31.2016	
 - B. Monitoring Reports
 - Policy # 6 – Emergency President Succession
 - Policy # 9 – Communication and Support to the Board
 - Policy # 29 – Diversity
 - Policy # 30 – Policy Governance Review
- C. Cardin/Griffis. Board approved.
 - C. Approval of Board Calendar – Recommendation to remove “Review of College ENDS” from the month of March and add to July, Board Retreat agenda. Cameron/Griffis. Board approved.

- D. Approval of Proposed 2016-2017 Tuition and Fees Schedule – deferred to April meeting
- 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. Review of ENDS of College – decision to move to July (see above).
 - B. Board Evaluation of Own Performance/Policy Governance Model – not all Trustees completed survey – deferred to April meeting.
 - C. Board Process and Performance Monitoring – Mr. Cousins noted that the Board is following procedure
 - D. Determine/Confirm Date for July 2016 Board Retreat – The Board approved Friday, July 8th at the El Dorado Conference Center.
- VII. Financial Services Report – Mr. Carey Tucker presented the following:
- A. February Monthly Statements
February 2016 highlights included total unrestricted revenue of \$9,957,454.73 which is 71.54% of the total budget of \$13,919,120.16. Total unrestricted expense of \$8,921,746.25 was 64.10% of the total budget of \$13,919,120.16. Total revenues over expenditures at February 29, 2016 was \$1,035,708.48. Total cash and investments at February 29, 2016 was \$6,466,754.75.
- VIII. President’s Report – Dr. Barbara Jones
- A. Administrative Reports
 - Vice President for Finance and Administration – Mr. Carey Tucker
 1. The Conference Center elevator was damaged/disabled due to a power surge which occurred on February 19th. The electrical panel supporting the elevator operations was damaged. Parts have been replaced and new software will be installed and elevator operational next week.
 2. The Auditors completed their audit of FY2015 and will return for an exit interview in late March.
 3. Staff have been working extremely hard on training personnel on Jenzabar. Employee information input was completed in February in preparation for payroll exercises in March. The Procurement Director conducted Jenzabar training for College personnel involved in the purchase order process.
 4. The College did not receive the EDA (Economic Development Administration) grant for the AMTC building. SouthArk will start the process for reapplication in April.
 5. The VPFA and Procurement Director attended meetings and are in contact with other state higher education organizations on cooperative purchasing.
 6. David Henry presented the annual El Dorado Conference Center report.
 - Vice President for Learning – Dr. Mickey Best
 1. The Steering Committee for the Future Information Technology (FIT) Grant will meet on March 15th to hear the recommendations from Boyette Strategic Advisors from their Gap Analysis of local employers and research of the region’s IT industry.
 2. The First Annual South Arkansas Weldathon (SAW) will be held on the east Campus on March 17th. This is a high school student welding competition where students from regional Secondary Career Centers will compete.
 3. Phlebotomy program is in progress of completing self-study report for NAACLS

(National Accrediting Agency for Clinical Lab Sciences)

4. Nursing: SouthArk's RN pass rate on NCLEX-RN for the Dec. graduating class is currently 86.7% and the PN pass rate on NCLEX-PN is 96% (final % will be determined after June 30th)
5. ARNEC just completed the five year approval report and site visit – no verbal citations, report pending after ASBN Education meeting.
6. Shakerah Moody and Shannon Rogers have been accepted into The STAND Foundation's Edward Coleman Leadership Institute which provides leadership training in the areas of personal, career, and community service development.
7. March 1, 2016, the Library Committee voted to establish the SouthArk Library Endowed Fund through the SouthArk Foundation.

Vice President for Student Services – Dr. Jim Bullock

1. The Arkansas Department of Higher Education (ADHE) allows 2-year colleges to exempt students from out-of-state tuition rates from counties and parishes contiguous with Arkansas. SouthArk has added Morehouse Parish to the list of other parishes already receiving the waiver, including Webster, Claiborne, and Union.
2. In an effort to engage prospective students by helping them understand and work through the process of securing financial aid for college, Veronda Tatum and her staff from the Financial Aid office have conducted workshops at partner high schools in the region. In addition, the Financial Aid office conducted the annual Dollars for Scholars Day at SouthArk on March 13th at 2 p.m.
3. The Sixth Annual African-American Family and Friends Day was held on February 20, 2016, on SouthArk's campus. This year's theme was "Motivate, Cultivate, Educate," and it featured three esteemed African-American males that despite the odds were able to use motivation, culture, and education to turn their lives around.
4. In recognition of Black History Month, Rhythm of the HBCUs (Historically Black Colleges and Universities) was sponsored by various community organizations and individuals. It was held at the El Dorado Conference Center and showcased the talents of nationally acclaimed choirs from Southern University, Alcorn State University, Mississippi Valley State University, the University of Arkansas at Pine Bluff, and Tuskegee University.
5. The SouthArk chapter of the National Society of Leadership and Success (NSLS) offers live video broadcasts of presentations by successful leaders of national prominence. This semester's speakers to date have been Juju Chang on February 12 and Kat Cole on February 23. Cole is currently Group President of FOCUS Brands, where she leads global, multi-channel businesses in licensing, manufacturing, and ecommerce. Chang is an Emmy-award winning TV journalist for ABC News. The third speaker for this semester will be Jane Bryant Howroyd, Founder and Chief Executive CT 1 Group, a global innovative workforce solutions company was held on **Tuesday, March 15**, at 6 **p.m.** in the **SouthArk Library Auditorium**.

Chief Information Officer – Dr. Tim Kirk

1. Data entry into POISE (Jenzabar PX) will cease on March 18, 2016.
2. Administrative offices are completing configuration of their pages in the portal.
3. SouthArk has submitted the paperwork to join the UAMS e-Link Consortium and take advantage of the Healthcare Connect Fund subsidy - funded from the Universal Services Fund charges that are collected on landlines and cellphones. This subsidy will enable us to receive a reoccurring 65% reimbursement for our ARE-ON membership fee (estimated annual savings of \$15,000).

4. Working with Juniper engineers, IT staff have added an additional layer of protection to our router and firewall that limits login access to Juniper support, ARE-ON network operations, and SouthArk IP addresses.
5. Project planning to retire Novell next year has begun.
6. SouthArk has switched long distance telephone carriers; South Arkansas Telephone Company is our new provider.

Chief Institutional Effectiveness & Advancement Officer – Dr. Jones presented in Dr. Stephanie Tully-Dartez’s absence

1. A chat module has been added to the front of the website.
2. In order to better market to our border students in Louisiana, the border waiver paperwork has been digitized and an ad campaign is being developed for summer and next fall to highlight the opportunities and affordability of SouthArk.
3. Workforce training classes will begin soon at the new Brunson classroom in Warren. A selection of 27 soft skills, management, and technical courses have been presented to our first interested partner, Bradley County Medical Center.

Director of Foundation and External Funding – Ms. Cynthia Reyna

1. On Saturday, April 2nd – An Evening with the Stars will be held at the El Dorado Conference Center. Invitations have been mailed. Tickets are \$125/person and may be purchased by April 18th.
2. The Annual Donor/Scholar Luncheon is scheduled for Thursday, April 28th, 12:00 p.m.
3. 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) application was submitted and award will be determined in May.
4. The Foundation has received three new endowments and one new scholarship this quarter.
5. SouthArk will participate in the Arkansas Giving Day event on April 7th. This is a 12 hour, online giving event for nonprofits throughout the state.
6. The next Foundation Board Meeting will be on Wednesday, March 16th, 12:00 p.m.

- B. Letters of Notification – Dr. Jones and Dr. Best noted that this is notification of changes in three programs that were placed on hold and will be deleted due to lack of enrollment. These will be submitted to ADHE on April 22nd.

- Network Installation and Repair CP
- Computer Installation and Repair TC
- Computer and Network Installation and Repair Technology TC

- C. Legislative Update – Dr. Jones noted that the fiscal session will be in in April, with special session on April 6th and full session on April 13th. We will be monitoring bills that could impact the college.

Heath Waldrop explained and shared one of the four commercial videos that was made possible by funds from the DOL SWACCC Grant for advertising that will air during the NCAA basketball tournament. This is a great opportunity to promote manufacturing related programs and the community colleges of southwest Arkansas.

- D. Lecture Series Update – Mr. Phil Ballard reported:

- The P. Allen Smith lecture was well attended with 425 people in attendance.
- Mr. Ballard noted that work has begun on next year’s lecture series.
- Dr. Jones recognized Mr. Ballard for his 10 years of organizing the Lecture Series.

- IX. Announcements
- X. Executive Session (if required)
- XI. Adjournment – The meeting adjourned at 5:03 p.m.

Patty Cardin, Secretary