

**South Arkansas Community College
Board of Trustees Meeting – Minutes
May 24, 2016
Administration Building Board Room**

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

Absent: Veronica Creer and David Ross

Staff present: Barry Bagwell, Dr. Mickey Best, Dr. Jim Bullock, Caroline Hammond, Donna Hendricks, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Francis Kuykendall, Cynthia Reyna, Justin Small, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, 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 3:48 p.m.
- II. Performance Based Funding Outcomes — Dr. Stephanie Tully-Dartez reported on the Performance Based Funding Outcomes which was deferred from the May meeting.
- III. Recognitions and Awards – none
- IV. Regular Meeting Minutes – April 19, 2016 – Board approved.
- V. Approval of Consent Agenda – Mr. Cousins
 - A. Personnel Report – Dr. Jones presented:
 - New Employees:

Kara Lowery	Recruitment & Student Activities Specialist	05.09.2016
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 - Promotions/Transfers/Organizational Changes:

None to report
 - Resignations/Retirements/Terminations:

Britt Lowe	Administrative Specialist I	05.13.2016
Katie Farrin	Marketing Assistant – Part-time	06.03.2016
Dr. Jacob Smith	Biology Instructor	06.30.2016
Shakerah Moody	Criminal Justice Instructor	05.31.2016
Victoria Harden	Music Professor	06.30.2016
 - B. Monitoring Reports
 - Policy # 4 – Financial Planning/Budgeting
 - Policy # 5 – Financial Condition and Activities
 - Policy # 7 – Asset Protection – Dr. Parks noted there are areas in Website that need editing.
 - Policy # 8 – Compensation and Benefits
 - Policy #28 – Community Service
Parks/Cameron. Board approved.
 - C. Annual Operating Budget – (Committee Report) Steve Cameron, chair of the Budget/Finance Committee, presented a recommendation from the Committee to approve the 2016-2017 budget as presented. Board approved.
 - D. Validate Mission Statement – Board approved.
 - E. Provisional Positions – Thomas/Cardin. Board approved.
 - F. 2016-2017 Holiday and Vacation Schedule – Griffis/Cardin. Board approved.
 - G. Administrative Procedures Manual (APM) – Dr. Kermit Parks noted concerns regarding the Board review of APM changes. The Board agreed to discuss this matter at the Board Retreat in July.
Motion by the chair: to ask for reasonably, easily obtainable background information such as red lines or other documents that provide additional detail as to what the changes are. Board approved.
- VI. Board Committee Reports
 - A. Real Estate/Facilities Committee – Mr. Charlie Thomas presented a recommendation from the Committee to approve the 2016 Facilities Master Plan as presented. Board approved.
 - B. Personnel/Planning Committee – Mr. Gary Griffis – no report

- C. Budget/Finance Committee – Mr. Steve Cameron – see Annual Operating Budget above under V. Consent Agenda
- D. Policy Governance Committee – Mr. Steve Cousins – no report

VII. Chair's Report – Mr. Cousins

- A. Board Process and Performance Monitoring
- B. Board Self-Assessment 2015-16 – distributed in folder. It was determined that the Trustees will discuss this further at July Board Retreat.
- C. Board Retreat Friday, July 8, 2016 at 8:00 a.m., El Dorado Conference Center
- D. ACCT Annual Leadership Congress – October 5-8, 2016, New Orleans
- E. ACC Annual Conference – October 9-11, 2016, Hot Springs Convention Center

VIII. Financial Services Report – Mr. Carey Tucker presented the following:

- A. April Monthly Statements
April 2016 highlights included total unrestricted revenue of \$11,814,693.38 which is 84.76% of the total budget of \$13,938,735.12. Total unrestricted expense of \$11,168,394 was 80.12% of the total budget of \$13,938,735.12. Total revenues over expenditures at April 30, 2016 was \$646,298.72. Total cash and investments at April 30, 2016 was \$777,669.70.
- B. El Dorado Conference Center – Mr. Barry Bagwell presented the first quarter marketing report.

IX. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

Human Resources

- 1. Kudos to Becky Riggs and the committee for an outstanding job in organizing the Employee Recognition Ceremony. It was well received and enjoyed by all with many positive comments.

Physical Plant

- 1. Vendors for the energy performance contract were narrowed down to three. These vendors completed a presentation to a college committee on May 12th. SouthArk is working with the Arkansas Energy Office to ensure the program will work for the college and potentially choose a contractor.

Vice President for Learning – Dr. Mickey Best

Business & Information Technology:

- 1. The planning phase of the FIT Grant is complete. A first draft of the grant proposal for the two-year implementation phase has been written. Dr. Jones, Dr. Best, Jim Roomsburg, Linda Lephiew, and Dr. Stephanie Tully-Dartez are working on the proposal with the application to be submitted prior to June 1st.

Career & Technical Education:

- 1. Approximately 330 Barton Jr. High School 8th graders toured the east campus technical programs on April 28.
- 2. All 6 PTEC program internship candidates were placed at local industries for a summer (paid) internship.

Distance Learning:

- 1. Entered college wide learning outcomes into Blackboard so faculty may align grading tools, assignments, rubrics and other artifacts to help generate assessment reports for specific college, program or individual course goals.

Health & Natural Sciences:

- 1. The Accreditation Council for Occupational Therapy Education (ACOTE) granted a renewal of accreditation for 7 years to SouthArk's Occupational Therapy Assistant program.
- 2. The EMS: Community Paramedic (Certificate of Proficiency) Program has been approved by ADHE. SouthArk is the first Community Paramedic program in Arkansas.

Liberal Arts:

- 1. The 19th annual Writers' Ink awards ceremony was held on April 24, with participation of 24 student authors. A copy of the publication was distributed to the Trustees.
- 2. The first group of faculty evaluations have been completed and submitted under the new plan.

Vice President for Student Services – Dr. Jim Bullock

Upward Bound Grant Program

1. All 13 Upward Bound EHS seniors graduated and have been accepted to a college or university.
2. Lion Oil will give Upward Bound students a tour of the local plant and provide lunch this summer, and will assist students with mock job interviews.
3. Upward Bound students were recognized and Director Barbara Howell was guest speaker at the El Dorado Kiwanis noon meeting on April 20.

Career Pathways Initiative Grant Program

1. FY 2014 – 12-month employment retention—97%—tied for second in the state (state average: 91%)
2. FY 2015 – Entered employment—82%—tied with Pulaski Tech for first in the state (state average: 72%)

Carl D. Perkins Grant Program

1. Students served by the grant were provided with the opportunity to receive employment-related training that will assist with removing barriers to employment and successfully obtaining employment. Students were also given the opportunity to receive assistance with choosing a major and finding fulfilling careers. A total of 27 students were thus engaged by the Perkins Grant in April. Six process technology students were offered and accepted internships that pay approximately \$12.00 per hour, which will allow the students to earn an income and gain practical experience prior to program completion.

Student Services

- Student Recognition Ceremony was held on April 21, SouthArk recognized 66 students for exemplary performance and success in all areas of endeavor in their academic and co-curricular pursuits at the college.
- Manufacturing Exploration Day was held on April 26 at the Center for Workforce Development on East Campus in order to inform the community about opportunities available to them at SouthArk to gain credentials for employment in the field of advanced manufacturing.

Chief Information Officer – Dr. Tim Kirk

Enterprise Resource Planning (ERP) upgrade

- SouthArk staff continue to refine their business practices and to familiarize themselves with Jenzabar EX which is an ongoing effort.

UAMS e-Link Consortium

- SouthArk has received confirmation that we are eligible to participate in the RHC Healthcare Connect Fund (HCF) Program (resulting in a \$15,000 refund).

Emergency Alert

The NOAA issued tornado warning with location parameters indicating a proximity of 20 miles or less to the West Campus results in an automatic SouthArk emergency alert (such an alert occurred 04/30/16 at 3:36 am).

Network Upgrades

- Working with Juniper engineers, IT staff will be migrating SouthArk to the new Internet addressing scheme (IPv6) which will permit SouthArk to bypass the translation hubs converting the older IPv4 to the new standard.
- Project planning to retire Novell next year has begun.

Telephone

- SouthArk has successfully migrated to the upgraded AT&T Southwest Region E-911 database.
- IT staff continue to deploy Voice-Over-IP phones.

Digital Signatures

- SouthArk has adopted a digital signature policy and continues to work to improve and initiate this procedure.

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

1. SouthArk has just released its data to the American Association of Community College's Voluntary Framework of Accountability.
2. The sixth annual Girls Learning About Math and Science (GLAMS) conference was held on May 11 with 250 girls participating from 14 different schools.
3. The quarterly adult education Efficient and Effective Score exceeded the department goal with 84.28%. This score is calculated based on goals reached by students in Adult Education.
4. The Academic and Career Achievement Program (ACAP) held its second graduation on May 12th with five participants marking the completion of their program.
5. Culinary classes begin this summer with server training and basic kitchen prep. Classes will be held at EHS.

6. SouthArk corporate education in partnership with the TAACCCT grant will be offering MSSC training and testing on-site.
7. SouthArk marketing is about to launch its first animated commercial through social media. The focus is on the affordability and versatility of a SouthArk degree.

Director of Foundation and External Funding – Ms. Cynthia Reyna

1. The annual Employee Brunch, funded by the Foundation, was held for 147 employees on May 12.
2. The annual fund gifts for July 1, 2015-June 30, 2016 to date totals \$109,228.
3. SouthArk's annual employee fund drive has concluded. Gifts and pledges total \$9,711, with 56% of employees participating.
4. Grants:
 - A. 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 (Calahan residents) was approved on May 11, 2016 for \$300,000.
 - B. Economic Development Administration – application submitted in April for \$850,000, for the Advanced Manufacturing Training Center.
 - C. Delta Regional Authority – application will be submitted soon for \$250,000, for the Advanced Manufacturing Training Center.
5. Scholarships are currently being awarded for the 2016-2017 academic year. During the 2015-16 fiscal year, the Foundation awarded over \$75,000 in scholarships to students pursuing a college education at SouthArk. To date, the Foundation has awarded over \$873,131 in cumulative student scholarships.

President:

Dr. Jones reported as part of her professional development she serves on the HLC peer review corps and participated in her first HLC site visit in Minnesota in May.

B. Legislative Update

- Dr. Jones noted that the college is still monitoring legislative bills that could impact the college. State Appropriations were approved.

X. Announcements

XI. Executive Session (if required)

XII. Adjournment – The meeting adjourned at 5:30 p.m.

Patty Cardin, Secretary