

**South Arkansas Community College  
Board of Trustees Meeting – Minutes  
August 16, 2016, 3:45 p.m., Administration Building Board Room  
Minutes**

**Trustees present:** Patty Cardin, Veronica Creer, Dr. Kermit Parks, Tasha Sinclair, and Charlie Thomas

**Absent:** Steve Cameron, Gary Griffis, and David Ross

**Via phone:** Steve Cousins

**Staff present:** Barry Bagwell, Dr. Mickey Best, Dr. Jim Bullock, Caroline Hammond, David Henry, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Mark O’Neal, Cynthia Reyna, Philip Shackelford, Justin Small, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, Ray Winiecki and Dr. Jim Yates

**Others present:** Brittany Williams (El Dorado News-Times)

- I. Call to Order – Ms. Veronica Creer, vice chair, called the meeting to order at 3:52 p.m.
- II. Recognitions and Awards – Dr. Barbara Jones recognized the following:
  1. Cindy Meyer, Occupational Therapy Assistant Program Director/Professor, has been appointed as the Representative for Arkansas of the American Occupational Therapy Association’s Representative Assembly. She will serve from July 1, 2016 to June 30, 2019.
  2. Dr. Kenneth Bridges’ newly published book release “*In an Arkansas Minute – The Collected History Minute Columns*”. This book is a collection of Arkansas stories, taken from the History Minute column appearing in newspapers across the state.
  3. Barbara Howell, Upward Bound Director, was featured in the June/September issue of *Bella*.
  4. Donald Lee, Advanced Manufacturing Instructor, received Manufacturing Skill Standards Council (MSSC) Certified Production Technician Instructor Certification.
- III. Program Reviews report was presented by Dr. Mickey Best, Vice President for Learning. Qualitative Assessment Report was presented by Dr. Stephanie Tully-Dartez, Chief Institutional Effectiveness and Advancement Officer.
- IV. Approval of Regular Meeting Minutes –May 24, 2016 – Cardin/Sinclair. Board approved. Approval of Board Retreat Action Item Minutes – July 8, 2016 – Cardin/Thomas. Board approved.
- V. Approval of Consent Agenda – Ms. Creer
  - A. Personnel Reports for June and August were presented by Dr. Jones and introduced and welcomed the new employees that were present: Mark O’Neal, Security Director; Philip Shackelford, Library Director; and Dr. Jim Yates, Dean of Liberal Arts.

**June:**

**SouthArk new employees:** None to report

**SouthArk promotions/transfers/organizational changes:**

Linda Rathbun and the Bookstore is organizationally moving under the El Dorado Conference Center Director, Barry Bagwell, on July 1, to consolidate primary auxiliary accounts under one director.

**SouthArk resignations/retirements/terminations:**

Admon Aaron	Institutional Services	06.30.2016
Troy Buzbee	Institutional Services	06.30.2016
Cliff Haak	Director of MLS	06.30.2016
Tonya Kendrix	Director of CNA	06.30.2016
Travis Moore	Institutional Services	06.30.2016
Hal Munford	Institutional Services	06.30.2016
Kennedy Reedy	Institutional Services	06.30.2016
Melissa Reedy	Institutional Services	06.30.2016
Denise Robledo	Director of Distance Learning	06.30.2016
Rosie Rogan	Institutional Services	06.30.2016

**August:**

**SouthArk new employees:**

Mark O'Neal	Director of Public Safety	07.01.2016
Philip Shackelford	Library Director	07.01.2016
Grace Depper	Business and Community Education Specialist	07.11.2016
Dr. James Yates	Dean of Liberal Arts	07.11.2016
Faith Elliott	Industrial Technology/Mechatronics Instructor	08.01.2016
ShaCola Ford	Administrative Specialist HNS	08.01.2016
Gregory Crew	Career Coach	08.08.2016
Jessica Hart	Career Coach	08.08.2016

**SouthArk promotions/transfers/organizational changes:**

Nita McDonald	from Administrative Assistant I-Business Department to Administrative Assistant I-El Dorado Conference Center	07.01.2016
Brandi Cotterman moved	from part-time Benefits Specialist to full-time Interim Payroll Manager	07.01.2016
Kathy Reaves promoted	to Director of Career Pathways	07.01.2016
Kristi Rainwater	from Financial Aid Analyst to Career Coach	08.08.2016
LaBreshianna Hicks	from Administrative Assistant II-NEG ASP Grant to Administrative Assistant II-Career Pathways	08.01.2016

**SouthArk resignations/retirements/terminations/contract non-renewals:**

Claudia Forte Johnson	FIT Program Manager (Part-time)	06.30.2016
Dr. Denise Robledo	Director of Distance Learning	06.30.2016
Dr. William Jacob Smith	Biology Instructor	06.30.2016
Dr. Ramesh Singh	Mechatronics Instructor	08.03.2016
Marla Benson	Interim Director of Human Resources	08.05.2016
Blake Nolan	Respiratory Therapy Program Director	08.31.2016

- B. Ratification of Arboretum Committee Member, Lara Rogers of the Arkansas Game and Fish Commission.
- C. Administrative Procedures Manual (APM) – (deferred from May meeting) – information was available at the July Board Retreat.  
Thomas/Cardin. Board approved A-C.

VI. Board Committee Reports

- A. Real Estate/Facilities Committee – Mr. Charlie Thomas – no report
- B. Personnel/Planning Committee – Mr. Gary Griffis, absent – no report
- C. Budget/Finance Committee – In the absence and request of Mr. Steve Cameron, committee chair, Ms. Tasha Sinclair presented the committee's recommendation to approve the Fiscal Year 2016-2017 Plant Budget as proposed. Board approved.
- D. Policy Governance Committee – Mr. Steve Cousins – no report

VII. Chair's Report – Ms. Creer

- A. Board Process and Performance Monitoring
- B. SouthArk received the Association of Community College Trustees (ACCT) Member in Good Standing certificate.
- C. Presidential Evaluation and Contract Review – no report
- D. Board Retreat Update
- E. Reminder:
  - 1. Association of Community College Trustees (ACCT) Annual Leadership Congress – October 5-8, 2016 in New Orleans – (S. Cousins, V. Creer, Dr. Parks, Dr. Jones will attend.)
  - 2. Arkansas Community Colleges (ACC) Annual Conference – October 9-11, 2016, Hot Springs Convention Center (V. Creer, Dr. Parks will attend.)
  - 3. Save the Dates for the following:
    - a. Higher Learning Commission comprehensive review and site visit is scheduled on November 28 and 29, 2016.
    - b. Commencement on December 15 at 7:00 p.m. at the El Dorado Conference Center.
    - c. State Annual Trustees Conference will be in December. The date is to be determined.

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

- A. June Monthly Statements

June 2016 preliminary highlights included total unrestricted revenue of \$13,480,395, which is 96.71% of the total budget of \$13,938,735. Total unrestricted expenses of \$13,213,802 which is 94.80% of the total budget of \$13,938,735. Total revenues over expenditures at June 30, 2016 were \$266,593. Total cash and investments at June 30, 2016 was \$7,817,416.

B. July Monthly Statements

July 2016 highlights included total unrestricted revenue of \$837,463, which is 5.93% of the total budget of \$14,118,836. Total unrestricted expenses of \$1,096,068 which is 7.77% of the total budget of \$14,118,836. Total expenditures over revenues at July 31, 2016 were \$258,605. Total cash and investments at July 31, 2016 was \$6,844,143.

C. El Dorado Conference Center Quarterly Financial Report

D. El Dorado Conference Center Quarterly Marketing Report – Mr. Barry Bagwell presented the second quarter marketing report.

IX. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

**Conference Center**

1. Valley Services will provide an interim chef beginning August 19<sup>th</sup> until a permanent chef is hired to replace Garry Richison who is retiring.

**Human Resources**

1. Pulaski Tech announced that it was leaving the Community College Benefits Consortium, due to their move to the University of Arkansas System.
2. Becky Riggs is serving as extra help in the HR office.

**Physical Plant**

1. Johnson Controls (JCI) completed the initial performance contract audit and reported to the college on August 8<sup>th</sup>. JCI will fine tune the inputs and get back with the requested details. There will be a joint meeting of the Finance and Facilities committees when the information on the final amount of the project is received.
2. Met and performed a walk through with Tommy Jameson, architect. Phase two of the McWilliams house renovation project will begin soon. SouthArk staff will perform some of the demolition for the project.
3. With the pending award of the EDA grant, the college met with Blake Dunn, CADM Architecture to finalize AMTC plans.

Vice President for Learning – Dr. Mickey Best

**Career & Technical Education:**

1. The SouthArk Teachers Engaged in Advanced Manufacturing (STEAM) workshop was held June 28-29. Twenty one local grade school, middle school, and high school teachers participated in this very successful 2-day event.
2. SouthArk has acquired National Center for Construction Education and Research (NCCER) accreditation for the welding program.

**Health & Natural Sciences:**

1. **EMS/Paramedic:** Awarded a Training Site Trauma Sub-grant from the Department of Health in the amount of \$6,720 for professional development and teaching resources.
2. **Nursing:**
  - A. A team of four ARNEC colleges have been awarded a \$1,000,000 USDA Delta Authority Regional grant for Health Care Services. \$215,000 for SouthArk simulation equipment.
  - B. PN NCLEX pass rate (1<sup>st</sup> attempt): 94.9% (July 1, 2015-June 30, 2016), RN NCLEX pass rate (1<sup>st</sup> attempt): 82.3% (July 1, 2015-June 30, 2016).
3. **Physical Therapist Assistant (PTA):** May PTA graduating class currently has a 92.9% pass rate on the national licensure exam.

**Library:**

1. Database searches: 681 in May, 1369 in June, 2193 in July – over 200% increase from May to July.

Vice President for Student Services – Dr. Jim Bullock

Highlights from June report for Student Services:

1. Student Success Services instituted an online College Central Network, This service was made possible through the National Emergency Grant/Arkansas Sector Partnership (NEG/ASP). This network allows

area employers and students to access information and track activity of employment and internship opportunities.

2. The Title IX coordinator continues to provide training for the entire campus community in areas covered by this comprehensive federal legislation, governing matters including, but not limited to, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Efforts to maintain compliance with Title IX training requirements include sessions at convocations at the beginning of each semester; online training for faculty, staff, and students; ongoing informational material through posters and weekly email messages; and additional workshops, lectures, and webinars available on demand.

#### **August report:**

##### **Student Services**

1. **College and Career Readiness Pilot Program.** On July 19, 2016, SouthArk signed a Memorandum of Understanding with the Arkansas Department of Higher Education (ADHE) to launch a \$450,000 pilot program in college and career readiness in partnership with all five public school districts in Union County. The program is an outgrowth of the new master plan for higher education adopted by the State of Arkansas in October 2015. One of the goals of the master plan is to engage students at an early age in order to increase the college-going rate of Arkansas secondary students by 5%. Two institutions in the state are participating in this pilot program: SouthArk, representing the two-year colleges, and Henderson State University, representing the four-year colleges. A team of four career coaches has been hired who will work with 7<sup>th</sup>-12<sup>th</sup> graders on the campuses of the five school districts in Union County. They will communicate with students and coordinate a slate of courses, activities, and mentoring relationships with students throughout their secondary school experience, with a view toward changing the public school culture to one that naturally leads to postsecondary education. The pilot program runs from August 1, 2016-July 31, 2018.
2. **Higher Learning Commission (HLC).** Work continued throughout the summer in preparation for the upcoming 10-year visit of SouthArk's accrediting agency November 28-29, 2016. The focus of the preparation is a 35,000-word Assurance Argument in which the college seeks to demonstrate that it meets the five criteria of accreditation as set forth by HLC. SouthArk has arranged for a "mock visit" in September by officials from another state institution in order to determine that all expectations will be met.
3. Dr. Bullock noted the article that was published in Community College Week about the Career Pathways Initiative. This is an Arkansas program that aids underprivileged students.

##### Chief Information Officer – Dr. Tim Kirk

##### **Enterprise Resource Planning (ERP) upgrade**

1. SouthArk staff continue to refine their business practices and to familiarize themselves with Jenzabar EX.
2. IT staff working with module managers to create/customize administrative reports.
3. OIT staff continue to work with module managers to populate unconverted data elements.

##### **UAMS e-Link Consortium**

The Universal Service Administrative Company (USAC) is performing the final review of the UAMS e-Link Consortium applications and anticipate a funding commitment email (65% reimbursement for our ARE-ON membership fee – estimated annual savings of \$15,000) later this month.

##### **Migration of services from Novell**

1. Microsoft SouthArk cloud accounts linked to SouthArk domain
  - users log into the Microsoft cloud with their SouthArk username & password
  - working with marketing to make students aware of the cloud option for storing their files
  - anticipate migrating student email accounts to the Microsoft cloud between semesters in December
2. OIT staff testing print accounting software based upon Active Directory (previous based upon Novell ID)

##### **Power Outage – July 14, 2016; 23:48 – 08:45**

1. There was no data loss; resumption of normal operations after OIT staff brought up servers following a clean reboot.
2. Weather event, part of larger outage within the city
3. OIT staff reviewing battery runtime duration

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

##### **Business and Community Education**

1. Beginning in September, SouthArk is offering the Certified Kitchen Cook and Certified Restaurant Server programs. The Certified Kitchen Cook program meets every Tuesday and Thursday from 6:00 pm-8:30

pm for 10 weeks and the Certified Restaurant program meets every Tuesday and Thursday from 6:00 pm-8:00 pm for 5 weeks. Both programs lead to an industry-recognized certification from the American Hotel and Lodging Educational Institute. Students will also receive the WAGE Customer Service Certificate.

#### **ACAP**

1. The ACAP program will begin Fall semester with 15 students currently enrolled on Title IV financial aid.

#### **Marketing**

- o A film crew has been on campus taping for SouthArk's new promotional video ad.

#### Director of Foundation and External Funding – Cynthia Reyna

#### **Grants**

1. Economic Development Administration – notified that SouthArk will be receiving \$788,587 for the Advanced Manufacturing Training Center.
2. General Improvement Funds secured through South West Planning and Development District (GIF/SWAPPD) – approved for the Advanced Manufacturing Training Center, \$12,830.

**Save the Date:** The Foundation will host a reception for the Lecture Series speaker, Clint Hill, on October 13<sup>th</sup>, at 5:30 p.m., El Dorado Conference Center. Invitations will be mailed.

#### **Outdoor Expo**

1. The Expo will be held on Saturday, September 10<sup>th</sup>.
2. Sponsorships total \$98,000 to date.
3. Rib tickets are available in the Foundation Office at \$20/slab.
4. Need volunteers; registration is ongoing for cooking teams and all contests.

#### **B. Grants Update**

Dr. Jones noted the budget s for FY2016-2017 for the following grants:

RAMP: Building the Pipeline \$246,625.00 – over two years

Futures in Technology (FIT) – \$391.616.00

College and Career Readiness – \$450,000.00 offer to project director soon – hired four career coaches

#### **C. Higher Learning Commission (HLC) Progress Report**

- Trustees asked to put November 28 & 29 dates on their calendar and to be available.
- Timeline update
- Submit to HLC team by mid-October
- Cabinet reviewing the previous HLC report from 2006. Very pleased with progress made over past 10 years.
- Legislative agenda, at the federal, level in folder.
- New ADHE Director is Maria Markham, Ph.D.
- Dr. Jones will send the Presidential Goals to Board of Trustees for review.

#### **D. Lecture Series Update – Dr. Jim Yates**

October 13, 2016 – The first speaker of the 2016-2017 Lecture Series is Clint Hill, a retired U.S. Secret Service Agent who was in the motorcade in Dallas on November 22, 1963 when President John F. Kennedy was assassinated.

Tim Ernst will be the speaker on March 9, 2017. Mr. Ernst a long-time outdoorsman and hiker and is Arkansas' Wilderness Photographer.

- X. Executive Session (if required) - none
- XI. Announcements
- XII. Adjournment – 5:18 p.m. – Parks/Cardin

Patty Cardin, Secretary