

**South Arkansas Community College  
Board of Trustees Meeting – Minutes  
September 20, 2016, 3:45 p.m., Administration Building Board Room**

**Trustees present:** Steve Cameron, Patty Cardin, Steve Cousins, Veronica Creer, Gary Griffis, and Dr. Kermit Parks

**Absent:** Tasha Sinclair and Charlie Thomas

**Via phone:** David Ross

**Staff present:** Linda Bates, Dr. Mickey Best, Dr. Jim Bullock, Caroline Hammond, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Cynthia Reyna, Philip Shackelford, Justin Small, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, Heath Waldrop, Nancy Whitmore, Ray Winiecki and Dr. Jim Yates

**Others present:** Brittany Williams (El Dorado News-Times), Johnson Controls representatives: Alex Ray, Jason Fritsche, Cheryl Aquadro and Aaron Powers

- I. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 3:49 p.m.
- II. Recognitions and Awards – Dr. Barbara Jones
- III. Approval of Regular Meeting Minutes – August 16, 2016 – Board approved.
- IV. Approval of Consent Agenda – Mr. Cousins
  - a. Personnel Report was presented by Dr. Jones. She introduced and welcomed SouthArk’s new Director of Human Resources, Mr. Bill Fowler.

**SouthArk new employees:**

Michael Champion	Criminal Justice Program Director	August 17, 2016
Cathy Harrell	FIT Program Manager/Career Coach	September 6, 2016
Bill Fowler	Director of Human Resources	September 13, 2016

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

Dr. John Spencer	from Director of Student Coaches to Music Faculty	August 17, 2016
Sarah Ditmore	from Clinical Education Program Director to Interim Respiratory Therapy Program Director	September 1, 2016

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

Gary Mann	Administrative Assistant I	September 8, 2016
Lauren Tyson	Foundation Developmental Assistant	September 12, 2016
Kellye Young	Surgical Tech Program Director	September 30, 2016
  - B. Monitoring Reports
    1. Policy #10 – ENDS Focus of Grants or Contracts
    2. Policy #24 – ENDS Transfer Education
    3. Policy #25 – ENDS Occupational/Workforce Education
    4. Policy #26 – ENDS Developmental EducationCreer/Cardin. Board approved.
- V. Board Committee Reports
  - A. Real Estate/Facilities Committee – Mr. Charlie Thomas (combined report with Budget/Finance below)
  - B. Personnel/Planning Committee – Mr. Gary Griffis, committee chair, presented a recommendation from the committee to increase President Jones’ annual salary by \$6,000, or 3%, to a fiscal year amount of \$192,292 and retroactive to July 1, 2016. Board approved.
  - C. Budget/Finance Committee – Mr. Steve Cameron, committee chair, noted that the Facilities and Finance Committees held a joint meeting on September 7<sup>th</sup>. He presented a recommendation from the committees for SouthArk to enter into a performance contract with Johnson Controls and financing through Bank of America, pending Arkansas Higher Education Coordinating Board approval for the economic feasibility of SouthArk to finance the project. The cost of the project will be approximately \$2.5M and financed through a conventional loan at no more than 2.05% interest. Mr. Cousins recused himself from the vote. Board approved.
  - D. Policy Governance Committee – Mr. Steve Cousins – no report
- VI. Chair’s Report – Mr. Cousins

- A. Board Process and Performance Monitoring – Board is following their charge and meeting attendance goals.
- B. Reminders:
  - 1. Association of Community College Trustees (ACCT) Annual Leadership Congress – October 5-8, 2016 in New Orleans – (S. Cousins, V. Creer, Dr. K. Parks, and Dr. Jones will attend.)
  - 2. Arkansas Community Colleges (ACC) Annual Conference – October 9-11, 2016, Hot Springs Convention Center (Trustees V. Creer and Dr. K. Parks will attend.)
  - 3. Higher Learning Commission (HLC) comprehensive 10-year review and site visit is scheduled on November 28 and 29, 2016.
  - 4. Commencement on Thursday, December 15 at 7:00 p.m. at the El Dorado Conference Center.
  - 5. State Annual Trustees Conference will be on December 9<sup>th</sup> from 9 a.m. to 3 p.m. at Pulaski Technical College in North Little Rock.

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

A. August Monthly Statements

August 2016 highlights included total unrestricted revenue of \$3,608,681, which is 25.55% of the total budget of \$14,121,336. Total unrestricted expenses of \$2,060,622 which is 14.59% of the total budget of \$14,121,336. Total revenues over expenditures at August 31, 2016 were \$1,548,059. Total cash and investments at August 31, 2016 were \$6,772,786.

VIII. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker  
**Conference Center**

- 1. Mr. Reynolds Boykin continues to serve as interim chef for Valley Services, while the search for a chef is ongoing. To help support and celebrate SouthArk's International Week, Mr. Boykin has a great menu of international cuisine for the Bistro this week.

**Financial Reporting**

- 1. The majority of annual reporting was completed September 16.

**Human Resources**

- 1. Bill Fowler was hired as the new Human Resources (HR) Director and began working September 13, 2016.

**Physical Plant**

- 1. The Heritage Plaza fountain has been out of commission for almost a month. The college contracted with Glenn Mechanical to install a relief valve. One more part is needed and has been ordered to complete the work to make the fountain operational.
- 2. SouthArk is working with CADM Architecture to finalize plans for the AMTC.

Vice President for Learning – Dr. Mickey Best

**Career & Technical Education:**

- 1. Secondary Technical Center enrollment is up **46%** over last year.

**Distance Learning:**

- 1. The Distance Learning Department took part in the Closing the Distance Seminar Series, which is an online joint faculty training collaboration between South Arkansas Community College, Southern Arkansas University, and Southern Arkansas University Tech on September 1st.
- 2. In cooperation with the Dean of Career and Technical Education and a welding instructor, a course in Industrial Fundamentals is being developed and is expected to be approved as a new distance education course and will be offered as an 80% online (hybrid course) in the spring of 2017.

**Health & Natural Sciences:**

- 1. Nursing: All USDA grant equipment for SouthArk has been received and is under installation, including SimMom (Labor and Delivery simulator mannequin), the Omnicell (medication delivery machine), and the SimView video system.
- 2. OTA received notice of full re-accreditation for 7 years.

**Library:** Phillip Shackelford

1. Prior to New Student Orientation the library launched on 3 social media platforms: Facebook, Instagram, and Twitter. Since that time the library has reached over 1400 people via Facebook and over 900 of those have engaged with Facebook posts, as well as interactions via Twitter and Instagram.
2. Saturday, September 24<sup>th</sup>, is the 20<sup>th</sup> Anniversary of the SouthArk Library's dedication. The week of September 19-23 has been set aside to celebrate this milestone, and planned events include a book sale, "College Day," and a commemoration reception on Wednesday, September 21<sup>st</sup>.

Vice President for Student Services – Dr. Jim Bullock

### **Student Services Division**

1. **Higher Learning Commission (HLC).** An examination draft of the HLC Assurance Argument was completed in August and shared with the review team at ASU-Newport that will be conducting a "mock visit" on September 26-27. Also, a draft of the Federal Compliance Report and the final draft of our Quality Initiative on critical thinking were completed.

The review drafts of the Assurance Argument and the Federal Compliance Report as well as the submitted draft of the Quality Initiative have been shared with the campus community, inviting additional input in the way of corrections and suggestions. After the mock visit team offers its report following their visit on September 26-27, the administration will have a last opportunity for revision before submitting the final documents to HLC by October 15.

2. **National Emergency Grant/Arkansas Sector Partnership (NEG/ASP)**
  - o In the month of August, the NEG career counselor shared grant information with 18 new individuals through the WAGE program and the mandatory workshop on unemployment benefits for those on parole/probation. Two grant participants have completed the WAGE program, and one participant achieved success by graduating from the "Fast Lane" program/course during the summer with a certificate of proficiency in industrial technology. This student continues at SouthArk working toward her technical certificate.

Chief Information Officer – Dr. Tim Kirk

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

The Jenzabar project is ongoing. SouthArk staff continue to refine their business practices and to familiarize themselves with Jenzabar EX.

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

Arkansas Research and Education Optical Network (ARE-ON) has received the consortium's funding letter from the Universal Service Administrative Company (USAC) for fiscal year 2015-16. The money will be disbursed to ARE-ON and it will reimburse the consortium institutions (65% of our annual ARE-ON membership fee – annual savings of \$15,000). They are submitting our application for this fiscal year, and anticipate that funding in January.

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

### **Marketing**

Dr. Tully-Dartez and Heath Waldrop shared one of SouthArk's new promotional video ads with the Trustees. Distribution areas include KTVE Monroe, Cable markets in the Warren and Crossett areas, UTube, and Star Theatre.

### **Continuing Education**

#### *Business and Community Education*

The Certified Kitchen Cook Program began Tuesday, September 6<sup>th</sup> at El Dorado High School with five participants, from El Dorado and one from Northern Louisiana.

Director of Foundation and External Funding – Cynthia Reyna

1. The Foundation will host a reception for the Lecture Series speaker, Clint Hill, on Thursday, October 13<sup>th</sup> at 5:30 p.m. in the El Dorado Conference Center, second floor, east end.
2. Evers, Cox and Gober is in the process of conducting the Foundation's annual audit.
3. The Outdoor Expo was held on Saturday, September 10<sup>th</sup>. Preliminary report:
  - A. Sponsorships total \$99,000 to date. Revenues expected to exceed \$100,000 (exclusive of expenditures).
  - B. 300 ribs sold
  - C. 120 college employees/student volunteers

4. Contests
  - A. Outdoor Photo – 100 entries
  - B. 5k – 100 entries
  - C. Talent Show (new)– 15 entries
  - D. Car Show (new) – 30 entries
  - E. Cookoff – 31 teams
5. Vendors and exhibitors
  - F. 45 exhibitors, 46 vendors
  - G. 15 SouthArk recruiting programs
- B. Lecture Series Update – Dr. Jim Yates
  1. 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.
  2. Tim Ernst will be the speaker on March 9, 2017. [Mr.](#) Ernst a long-time outdoorsman and hiker and is Arkansas' Wilderness Photographer.
- C. President – Dr. Jones:
  1. Legislative Testimony – Dr. Jones and Steve Cousins presented before the Higher Education Taskforce
  2. HLC – Mock visit; Assurance Argument, QI Report, Federal Compliance Report, Logistics, Agenda for visit. Dates November 28 & 29. Trustees to be available the evening of November 28.
  3. Dr. Best will attend the HLC Peer Reviewer Training in October.
- IX. Executive Session (if required) - none
- X. Announcements
- XI. Adjournment – 4:43 p.m. – Parks/Cardin

Patty Cardin, Secretary