

**South Arkansas Community College  
Board of Trustees Meeting – Minutes  
May 16, 2017, 3:45 p.m., Administration Building Board Room**

**Trustees present:** Kerri Brown, Steve Cousins, José Covas, Veronica Creer, Melissa Jerry, Dr. Kermit Parks, and Tasha Sinclair

**Absent:** Patty Cardin and Gary Griffis

**Staff present:** Barry Bagwell, Dr. Mickey Best, Dr. Jim Bullock, Caroline Hammond, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Robert Norman, Cynthia Reyna, Philip Shackelford, Justin Small, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, James Virden, and Dr. Jim Yates

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

- I. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 3:45 p.m. and requested a moment of silence for the family of a SouthArk student that passed away
- II. Recognitions and Awards – Dr. Barbara Jones recognized the following:
  - A. Dean Inman was elected to serve as the next president of the Arkansas Community Colleges (ACC) Conference Planning Board.
  - B. Dr. Stephanie Tully-Dartez and team for organizing Girls Learning About Math and Science (GLAMS) which was held on SouthArk’s campus today.
- III. Approval of Regular Meeting Minutes – April 18, 2017 – Parks/Jerry. Board approved.
- IV. Approval of Consent Agenda –
  - A. Personnel Report was presented by Dr. Jones.

**SouthArk new employees:** none

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

Dr. James Bullock	Interim Vice President for Academic and Student Affairs/Provost	May 20, 2017
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**SouthArk resignations/retirements/terminations/contract non-renewals:**

Christie Choate	Fiscal Support Technician	April 21, 2017
Kelli Haigwood	PN Night Instructor	June 30, 2017
Lisa Lewis	Adult Education Instructor	June 30, 2017
Charles Pepper	Watchman- Retiring	June 30, 2017

Noted the Organizational Chart in folder
  - B. Monitoring Reports
    - Policy # 4 – Financial Planning/Budgeting
    - Policy # 5 – Financial Condition and Activities
    - Policy # 7 – Asset Protection
    - Policy # 8 – Compensation and Benefits
    - Policy #28 – Community Service
  - C. Amended Succession Plan – Policy #6  
Parks/Covas. Board approved B and C.
  - D. Validate Mission Statement – Covas/Brown. Board approved.
  - E. Provisional Positions – Jerry/Covas. Board approved.
  - F. 2017-2018 Holiday and Vacation Schedule – Jerry/Parks. Board approved.
  - G. Administrative Procedures Manual (APM) – [deferred to June meeting](#)
- V. Board Committee Reports

- A. Real Estate/Facilities Committee – Ms. Patty Cardin– no report
- B. Personnel/Planning Committee – Mr. Gary Griffis – no report
- C. Budget/Finance Committee – Ms. Veronica Creer – no report
- D. Policy Governance Committee – Mr. Steve Cousins – no report. Mr. Cousins noted the committee will meet before the June board meeting.

VI. Chair’s Report – Mr. Cousins

- A. Board Process and Performance Monitoring
- B. Board Self-Assessment 2016-17
- C. Board Portraits – June 20<sup>th</sup> Board Meeting
- D. Board Retreat Friday, July 21, 2017 at 8:00 a.m., El Dorado Conference Center  
Dr. Parks distributed a list of items he would like to be discussed at the Retreat. Mr. Cousins encouraged other Trustees to send items to Dr. Jones to be compiled and on the next board meeting agenda.
- E. ACCT Annual Leadership Congress – September 25-28, 2017, Las Vegas – Mr. Cousins and Ms. Creer indicated they plan to attend.
- F. ACC Annual Conference – October 15-17, 2017, Little Rock

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

- A. April Monthly Statements  
April 2017 highlights included total unrestricted revenue of \$11,489,987, which is 81.33% of the total budget of \$14,125,436. Total unrestricted expenses of \$10,315,074, which is 73.02% of the total budget of \$14,125,436. Total revenues over expenditures at April 30, 2017 were \$1,174,913. Total cash and investments at April 30, 2017, were \$8,464,445.
- B. El Dorado Conference Center – Mr. Barry Bagwell presented the 2017 first quarter Conference Center marketing report for the period January 1 – March 31, 2017.

II. President’s Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

1. The Conference Center revenue for the first quarter was above last year’s.
2. The City of El Dorado awarded a contract to replace the cooling tower for the Conference Center and is anticipating installation before the end of May.
3. The Chiller purchased under the Johnson Controls Performance Contract is being installed in the Computer Tech Building. Environmental controls have been installed in all areas and initial training on the graphics computer and software was recently completed.
4. ERC has poured the footing in the garage of the McWilliams house. Drywall is hung on the ceiling and bathroom walls and the faux garage doors are being installed.
5. Repairs have been completed on Heritage Plaza.
6. Received \$500,000 from ANCRC
7. Jenzabar staff are drafting a predictive model based upon identified retention factors to present to the Student Services staff for a fall implementation
8. Jenzabar EX release 7 will be available in June. There is expected to be significant enhancements to the Staff HR module.
9. Work is underway for the migration of file/print services from Novel to Microsoft Active Directory.
10. The second phase of the annual classroom life cycle is ongoing.

Vice President for Learning – Dr. Mickey Best:

1. Academic Deans and Faculty are conducting end-of-year annual faculty evaluation process meetings.

2. The Spring 2017 Assessment Week activities took place from May 8-11 with reports submitted. The Academic Deans simultaneously started their reviews of submitted information.

***Career & Technical Education:***

1. All 300 Barton Junior High School 8th graders toured East Campus technical education programs and were provided demonstrations by SouthArk Faculty on April 26.
2. 05/03/2017 – Secondary Technical Center personnel shared information about course offerings and programs with the entire sophomore class at Junction City High School on May 3rd.
3. Five local companies interviewed Process Technology students for placement in summer 2017 internship positions. All five students have been placed.

***Distance Learning:***

1. To emphasize the significant opportunities SouthArk's educational technology offers, Professor Vernita Morgan invited Dr. Middleton from Howard University to speak to her Algebra class live via Blackboard Collaborate. Additionally, the March 2017 Distance Learning Committee meeting was held using Blackboard Collaborate.

***Liberal Arts:***

1. The external reviewer for the ECE Program Review for ADHE will be on campus May 18<sup>th</sup>

Vice President for Student Services – Dr. Jim Bullock

- The **Career Pathways Initiative (CPI)** has met and exceeded its goals for completion and employment **success**: Dr. Bullock updated the following
  - CPI students to date this fiscal year (FY) have earned 47 certificates and degrees toward the program's goal of 58. It anticipates verification of another 15 certificates and degrees at Spring Graduation for a total of 62.
  - The initial goal for FY16 completers was for 55% of all completers to be employed, and SouthArk is at 81%.
  - The employment retention goal for FY15 completers was that 80% at the 6-month benchmark would still be working; SouthArk met this goal with 92% of the eligible FY15 completers working.
  - Enrollment target was a 3% increase over FY16 final number, or 111; ***at the end of April, the number is at 115.***
  - Enrollment of new students target was 30, or a 5% increase over the FY16 target number of 28; the program had enrolled ***38 new students by the end of April.***
- **Enrollment Services**
  - SouthArk recruiter Kara Lowery, together with the Student Ambassadors, conducted tours on both East and West Campuses in April for a total of 418 students from El Dorado High School (10), Crossett High School (100), and Barton Jr. High School (300), as well as eight individual students.
  - **The National Society of Leadership and Success (NSLS)** inducted 40 **successful** new members on April 13. Before they can be inducted, students must attend several leadership training sessions of varying types. Student Activities Director **Kim Brown** is the sponsor for this growing organization.
- **Financial Aid**
  - Awarded 58 new scholarship applicants for 2017/2018 in an effort to award the 61 scholarships available, and expects to award the remaining three. These awards constitute the largest number in over five years.
- **Upward Bound**

- Has met 100% **success** in its enrollment goals by **engaging** and registering 63 students in the program
- **Engaged** students at Barton Junior High School Career Development classes and Kitten Conference, as well as at El Dorado High School (EHS) Cats Conference.
- **Student Success Services, the Carl D. Perkins Grant Program, and the NEG/ASP Grant Program** collaborated to plan and host a Job Readiness Workshop and a Job Fair at SouthArk in April. The Workshop attracted 19 participants (8 SouthArk students). The Job Fair attracted 311 participants (90 SouthArk students), in addition to about 50 representatives of 38 local employers, and several SACC staff.

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

**1. Business and Community Education**

- The third Certified Kitchen Cook session began in April.
- Camp Lotsafun registration is on its way. Camp will be June 5<sup>th</sup> – June 29<sup>th</sup>.

**2. Adult Education**

- SouthArk was recently approved to expand its Adult Education program into Bradley County. The transition is expected to begin July 1<sup>st</sup>.

**3. Marketing**

- The Marketing Department filmed CPT testimonials from the Plant Manager of Milbank and two CPT graduates.

Director of Foundation and External Funding – Ms. Cynthia Reyna.

1. Annual fund drive gifts and pledges from employees – 80% complete. Eight teams of all employees participated and two teams will be submitting their final report soon. Total giving and percent participation will be provided when complete.
2. Grants
  - Arkansas Natural and Cultural Resources Council (ANCRC) Grant for the W.F. and Estelle McWilliams House (Mr. Claude Calahan, resident) – Phase III funding approved on May 10, 2016 for \$500,000.
3. Scholarships, 2017-2018 academic year – final awards will be confirmed soon. Through generous contributions from loyal donors, community partners, and college employees, to date, the Foundation has awarded almost \$900,000 in student scholarships. The scholarship committee has several more scholarships to award. Refer interested students to [www.southark.edu/scholarships](http://www.southark.edu/scholarships).
4. Outdoor Expo
  - Sponsor Letters – mailed to 120 companies/individuals.
  - Vendor/Exhibitor Letters – 200 “Save the Date” postcards will be mailed by May 17.
  - Website is being updated. View at [www.southarkexpo.com](http://www.southarkexpo.com)
  - New logo and tag line have been updated, see slide.

B. Legislative Updates that will have an impact on the College:

- AR Future Grant
- Productivity Based Funding Model
- Unfunded mandates
- Workforce Task Force – Greg Taylor serving on this

- C. Warren-Brunson Education Center – Bradley County Medical Center has agreed to renovate two more classrooms at Brunson for the Adult Education program site.
- D. AMTC – dirt work started

III. Executive Session (if required) – none

IV. Announcements

V. Adjournment - The meeting adjourned at 5:23 p.m.

Patty Cardin, Secretary