

**South Arkansas Community College
Board of Trustees Meeting – Minutes
November 28, 2017, 3:45 p.m., East Campus – Center for Workforce Development Conference Room**

Trustees present: Kerri Brown, Patty Cardin, Steve Cousins, José Covas, Veronica Creer, Melissa Jerry, and Dr. Kermit Parks

Absent: Gary Griffis and Tasha Sinclair

Staff present: Barry Bagwell, Dr. Jim Bullock, Bill Fowler, Caroline Hammond, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Robert Norman, Cynthia Reyna, Philip Shackelford, Daryl McClellan, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, Heath Waldrop, Christy Wilson, Ray Winiecki, and Dr. Jim Yates

Others present: Brittany Williams (El Dorado News-Times); Lead Class III: Tim Johnson, Roslyn Nipper, Susan Spicher, Vanessa Williams; Student Government Association: Richard Dunlap, President; Jonathan Harbour, Sr.; Darrel Davis, Vice President; Abigail Davis, Secretary; Arthur Johnson; Rory Gulick, AEDC

- I. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 3:45 p.m.
- II. Recognitions and Awards – Dr. Barbara Jones
 - Thanked Sherry Howard and Ray Winiecki for hosting and providing the tour of AMTC building for Trustees.
 - Introduced Rory Gulick Arkansas Economic Development Commission, (AEDC) Partner in Economic Development – SouthArk provides office space for Mr. Gulick in the WFD building. Mr. Gulick recognized SouthArk for partnering with AEDC for workforce development.
 - Student Government Association (SGA) students were welcomed and introduced. Mr. Dunlap noted some of their most recent activities included Fall Fest, Book reading, and movies in library every Wednesday.
 - Introduced the 3rd SouthArk Lead Class members: Tim Johnson, Roslyn Nipper, Susan Spicher, Vanessa Williams, Robert Norman, and Philip Shackelford.
 - Arkansas Community Colleges (ACC) conference board: Sherry Howard will be SouthArk’s representative for 2017-18. Dean Inman will remain on board as past-chair for 2017-18
- III. Approval of Regular Meeting Minutes – June 20, 2017 – Board approved.
- IV. Approval of Consent Agenda – Mr. Cousins asked if any items needed to be removed from the consent agenda and moved to the regular agenda for discussion/comments/questions. [Dr. Parks asked for the Personnel Report, Policy #2 and Policy #3 to be removed for discussion.](#)

A. Personnel Report

SouthArk new employees:

Susan Heyde	HCIT Program Director	September 25, 2017
Garrett Trussell	Welding Instructor	September 25, 2017
Tammy Ward	Events Coordinator	September 27, 2017
Lauren Johnson	OTA Fieldwork Coordinator	October 16, 2017
Levi Boudra	Skilled Trades Helper	October 31, 2017

SouthArk promotions/transfers/organizational changes:

Linda Lephiew	TAACCT Grant to Hardwood Grant	October 1, 2017
Gregory Crew	Career Coach to Tutor Coordinator	November 6, 2017
Hannah Smith	Career Coach to Student Advising Coach- HNS	November 6, 2017

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

Marcus Tatum	NEG Admin Specialist I - Grant Ended	September 29, 2017
Tracy Yacobellis	Student Advising Coach - HNS	September 29, 2017
Shondranise Wright	Carl Perkins Grant Advisor	October 27, 2017

- B. Monitoring Reports
 - 1. Policy #2 – Treatment of Clients
 - 2. Policy #3 – Treatment of Employees
 - 3. Policy #4 – Financial Planning/Budgeting
 - 4. Policy #5 – Financial Conditions and Activities
 - 5. Policy #7 – Asset Protection

Policies 4, 5, and 7 were approved.

Discussion:

- (A.) Personnel Report: Dr. Parks asked if the SouthArk “Resignations” could be labeled on report. Dr. Jones asked HR and they said ok.
- (B.) Monitoring Reports
 - (1.) Policy #2 – Dr. Parks passed on this item.
 - (2.) Policy #3 – Following lengthy discussion by Dr. Parks related to the APM being placed on the consent agenda, Mr. Cousins recommended the minutes from June meeting be reviewed and brought to the next board meeting.

V. Board Committee Reports

- A. Real Estate/Facilities Committee – no report.
- B. Personnel/Planning Committee – In the absence of Mr. Griffis, committee chair, Dr. Parks presented the following recommendations from the Committee: 1) The proposal to expand the current non-credit program in Culinary Arts into a for-credit program, offering both a certificate of proficiency (CP) and technical certificate (TC); and 2) the discontinuation of both the certificate of proficiency (CP) and a technical certificate (TC) in Medical Transcription. Board approved
- C. Budget/Finance Committee – Ms. Veronica Creer, committee chair, presented the following recommendations from the committee: 1) approval of a budget proposal to expand the current non-credit program in culinary arts into a for-credit program, offering both a CP and TC in this discipline. Board approved. 2) Recommendation to award the contract for the additional work on the East Campus in relation to the AMTC project to Red Stone Construction Group for their bid of \$194,000. This work will improve the parking, lighting and signage. Board approved.
- D. Policy Governance Committee – Mr. Cousins presented the committee’s recommendation to Board Policy #7: Asset Protection to add a sixth item – “Fail to provide a safe physical and cyber environment for students, faculty, staff, and visitors, following applicable federal, state, and local regulations.” Board approved.

VI. Chair’s Report – Mr. Cousins

- A. Board Process and Performance Monitoring
- B. Nomination of Officers (odd numbered years)
Mr. Cousins, chair, nominated Veronica Creer, Gary Griffis, and Melissa Jerry to serve on the Nominating Committee. There were no other nominations. Cardin/Brown. Board approved.
- C. Reminder: Statement of Financial Interest Due January
- D. State Annual Institutional Trustee Conference – December 15, 2017, PTC – 9:00 a.m.-4:30 p.m.
- E. ACCT 2018 National Legislative Summit – February 11-14, 2018 – Washington, DC

VII. Financial Services Report – Mr. Carey Tucker

- A. September Monthly Statements
September 2017 highlights included total unrestricted revenue of \$4,570,322, which is 32.80% of the total budget of \$13,934,797. Total unrestricted expenses of \$3,575,690, which is 25.66% of the total budget of \$13,934,797. Total revenues over expenditures at September 30, 2017 were \$994,632. Total cash and investments at September 30, 2017, were \$7,214,590.
- B. October Monthly Statements
October 2017 highlights included total unrestricted revenue of \$5,258,284, which is 37.71% of the total budget of \$13,942,797. Total unrestricted expenses of \$4,592,601, which is 32.94% of the total budget of \$13,942,797. Total revenues over expenditures at October 31, 2017 were \$665,683. Total cash and investments at October 31, 2017, were \$7,201,985.
- C. End of Fiscal Year Financial Statements
- D. El Dorado Conference Center Quarterly Financial Report

- E. El Dorado Conference Center Marketing Report was presented by Mr. Barry Bagwell.
- F. Harwood Training Grant (reviewed and approved. Parks/Jerry. See Administrative Reports)

VIII. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

- The College is in negotiation with Valley Services to complete their contract as the food services provider for the conference center to start January 1, 2018.
- McWilliams House Phase 2 renovation was substantially completed on September 27. The final punch list items have been completed and the appliances have been moved into the Caretaker's cottage.
- JCI began working in the conference center on the lighting project and is expected to be completed by the end of the year.
- The College purchased property at 418 Barton on October 19th.
- OIT has completed the following: 1) installation of an additional server to support the Jenzabar application suite; 2) installation of two servers to support Microsoft Exchange – upon completion, this life cycle upgrade will retire two servers and migrate SouthArk to latest version of the Exchange software; and 3) deployment of Windows 10 in one computer lab and Windows Server 2016 in several datacenter hosts, and are working with vendors to address issues identified before initiating a campus-wide rollout and migration.
- Human Resources director conducted diversity training on November 15, which is the first of a series of sessions for personal and professional development.

Vice President for Academic Affairs – Dr. Jim Bullock

Career and Technical Education

- Personnel from Lanxess attended an East Campus presentation and tour on 10/19.
- Approximately 100 Smackover-Norphlet 8th graders toured the East Campus programs on 11/01.
- Faculty participated at the Smackover-Norphlet Family STEM Night on 11/07.
- The college participated in the Industry Tours with Educators sponsored by the El Dorado Chamber of Commerce and the college hosted the educators for lunch on campus on 11/09.
- D'Arbonne Woods Charter School (Farmerville, LA) students toured the East Campus on 11/15.

Distance Learning

- Blackboard usage which is the online learning module platform, had 38,747 views in the last month. Nearly a 20% increase over the same period in the last year. This is an indication that faculty are taking advantage of technology and using technology more in the classroom.

Health & Natural Sciences

- Nursing: The overall NCLEX-PN pass rate for 2016-17 in SouthArk's PN programs is 98%.
- PTA: two minority students were awarded grants to attend the upcoming AAPT (American Academy of Physical Therapy) conference in Little Rock accompanied by the program director.
- Surgical Technology: Received a merit award from the National Board of Surgical Technology and Surgical Assisting for a 100% pass rate on the CST (Certified Surgical Technologist) exam for 2016-17.

Arts and Sciences

- SouthArk is the newest member of the National CyberWatch Center, a consortium focused on collaborative efforts to advance information security education and strengthen the national cybersecurity workforce. October was Cyber Expo Month, and SouthArk held several activities, including an Identity Theft presentation by Leslie Rutledge, Arkansas Attorney General.
- Assistant Professor of Math, Vernita Morgan, and Distance Learning Specialist, Benjamin Cagle, attended and presented at the 43rd Annual American Mathematical Association of Two-Year Colleges Conference in San Diego, CA November 9-12.
- Biology instructor, Keith Everett, and Health/PE professor, Nancy Whitmore, were consultants at the Washington Middle School STEAM Days project.
- Donna Hendricks, Michael Roberts, and six SouthArk PBL officers attended the 2017 Arkansas PBL Leadership Conference at UA-Little Rock in October.
- CIT instructor, Mir Ali and Dr. Susanne Wache, professor of biology, participated in the STEM Meeting at Norphlet High School November 7.

Library

- Data Report for 2016-17: the SouthArk Library has served 28,720 individuals; had a 193.8% increase in library cards; held 85 community programs with 1821 people attending. Commend the Library for their great work.

Workforce and Continuing Education

Business & Community Education

- Spirit of Small Business Awards event was held October 18 at the El Dorado Conference Center in partnership with El Dorado Chamber of Commerce and Arkansas Women's Business Center.
- The Certified Kitchen Cook program completed its fourth class in October. Since the end of August 2016, 21 students have participated and received the nationally recognized Certified Kitchen Cook credential from the American Hotel and Lodging Educational Institute (AHLEI).

Corporate Education

- SouthArk received the Susan Harwood Grant award of \$133,783. The grant will allow SouthArk to offer OSHA-related fall prevention training to contractors who work in high-hazard industries. The training program is being called Building Safe Working Environments in Rural Communities.
- SouthArk participated in Canfor and Potlatch plant tours to learn more about the wood products industry.

Adult Education (AE)

- AE held its first WAGE meeting in Bradley County in September.
- AE will start offering GED and WAGE through distance learning in January.
- Renovation of AE classroom space in the Brunson Center in Warren is on schedule.
- AE had state site visit November 28.

ACAP

- Completed their on campus internships and are preparing for community internships beginning in the spring.

Vice President for Student Services – Dr. Jim Bullock

1. Testing and Learning Center – the testing and tutoring traffic and numbers increased significantly.
2. Activities in Student Services
 - Annual Fall Fest was hosted by the SGA on October 31. SGA did an outstanding job planning and hosting the event.
 - 2nd Annual World Heritage Day was held on November 2nd in the Library. Heath Waldrop moderated a panel discussion by local residents/employees originally from other countries (UK, India, Nigeria and Brazil).
 - SouthArk on Tour. SouthArk staff have been working with non-traditional recruiter, Irene Porchia, and the Distinguished Ladies liaisons to visit area minority churches and other key locations in the region to increase awareness of what the college has to offer. All meetings have been well attended by the community and SouthArk staff.
 - Financial Aid Nights. In addition to participating in all of the SouthArk on Tour events, the financial aid staff hosted events at high schools, as well as the Union County College Night and two SouthArk Success classes in October.

Dr. Barbara Jones, President:

Institutional Effectiveness and Advancement Officer

- The Institutional Research and IT Research staff prepared and submitted this term's data collection to the Arkansas Department of Higher Education. They have been monitoring data for Productivity Funding purposes.

Marketing

- The department received a Gold Medallion (top prize) award for its 2016-17 promotional video, "This is Your Time," in District 4 of the National Council of Marketing and Public Relations. Kudos to Heath Waldrop.

Foundation and External Funding – Cynthia Reyna

Grants

- U. S. Department of Labor, Occupational Safety and Health Administration for the Susan B. Harwood Grant for safety training \$133,783. Dr. Kermit Parks questioned the budget for this grant. He made a motion to approve the budget as presented for the Susan Harwood Grant. Parks/Jerry. Approved

Outdoor Expo Final Report

- Total cash received - \$76,206
- In-kind services received - \$25,370
- Profit - \$46,052
- Cumulative profits - \$563,821 (over life of Outdoor Expo)

Fundraising Activities

- Major Gift Updates from the Last 30 days
 - Received \$50,000 (second payment of a donor AMTC pledge of \$250,000)
 - Received \$100,000 to endow the Heritage Plaza Support Endowed Fund
 - Received \$25,000 from Canfor Southern Pine, Inc. for the AMTC project; donations continue to be accepted with naming opportunities.
 - Received \$14,500 for the SouthArk Employee Club Endowed Scholarship Fund for scholarships.
- B. New ACC Conference Board Representative (noted on special recognitions)
- C. Productivity Funding Model – Dr. Jones is serving on the Post Completion Task Force
- D. Grambling State University Visit on November 15 – gave a tour and discussed opportunities for development of articulation agreements.
- E. U-Lead Graduate – Dr. Jim Yates was recognized for his completion of the class.
- F. Dual Admission MOU Signing with SAUM on November 14 – designed to encourage declaration of future transfer institution to assist with advising and completion.
- G. SouthArk Lecture Series Update – Dr. Jim Yates reported that Olympia LePointe will speak in Murphy Hall on Thursday, March 15, 2017 at 7:00 p.m.

Kerri Brown raised questions related to the Grievance Policy.

- IX. Executive Session (if required) – none
- X. Announcements
- XI. Adjournment – The meeting adjourned at 5:00 p.m.

Patty Cardin, Secretary