

**South Arkansas Community College
Minutes of the Board of Trustees Meeting
Administration Building Board Room
January 21, 2014**

Trustees present: Steve Cameron, Patty Cardin, Steve Cousins, Veronica Creer, Dr. Marc Parnell, David Ross, Charlie Thomas

Absent: Sam Chamberlain and Vicki de Yampert

Staff present: Tara Anglin, Phil Ballard, Art Brown, Dr. Jim Bullock, Dr. Val Cantú, Dr. Stephanie Tully-Dartez, Lathan Hairston, Bruce Hankins, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Angela Lopez, Cynthia Reyna, Amy Sturdivant, and Lena Wood

Others Present: Sherelle Black (El Dorado News-Times)

- I. **Call to Order** – Mr. Steve Cousins, chair, called the meeting to order at 3:53 p.m.
- II. **Recognitions and Awards** – none to report
- III. **Approval of Regular Meeting Minutes** – November 19, 2013. Cardin/Ross. Board approved, with correction to VI. Chair’s Report – change “Ms. Creer to Mr. Cousins”
- IV. **Approval of Consent Agenda** – Mr. Cousins
 - A. Personnel Report – Dr. Jones reviewed the personnel report and introduced Amy Sturdivant and Angela Lopez.

New Employees:

Amy Sturdivant	Employment & Training Case Manager	01.02.14
Linda Rathbun	College Store Manager	01.02.14
Angela Lopez	SouthArk TAACCCT Grant Project Coordinator	01.02.14
James Young	Secondary Technical Center Director	01.06.14

Promotions/Transfers/Organizational Changes:

Linda Lephiew	to Project Manager – SWACCC/TAACCCT Grant from Activity Director – Title III Grant	11.25.13
Natasha Ramey	to Fiscal Support Specialist from Fiscal Support Technician	12.25.13
Kimberly Vaughn	to Finance Specialist – SWACCC/TAACCCT Grant from Financial Accounting Manager	01.01.14

Resignations/Retirements/Terminations:

Nancy Golden	Institutional Services Assistant	12.31.13
Lathan Hairston	Vice President, Fiscal Affairs	03.17.14
 - B. Monitoring Reports
 - Policy # 4 – Financial Planning/Budgeting
 - Policy # 5 – Financial Condition and Activities
 - Policy # 7 – Asset Protection
 - Policy #27 – Lifelong LearningCardin/Ross. Board approved Personnel Report and all consent agenda items to this point.
 - C. Approval of Board Expense Reimbursement
 - D. Approval of Promotional Items
Cameron/Ross. Board approved.
 - E. Election of Officers – Board approved the following slate of officers as presented by the Nominating Committee: Steve Cousins, chair; Veronica Creer, vice chair; Dr. Marc Parnell, secretary; all serving two year terms.
- V. **Board Committee Reports**

- A. Real Estate/Facilities Committee – Mr. Charlie Thomas presented the recommendation from the committee to sell or demolish the following buildings located on East Campus: Building 112; Building 113; Building 122. Board approved pending permission from the State.
- B. Personnel/Planning Committee – no report
- C. Budget/Finance Committee – no report
- D. Policy Governance Committee – Mr. Steve Cousins – no report

VI. **Chair’s Report** – Ms. Creer

- A. Board Process and Performance Monitoring – Mr. Cousins noted that the Board is following procedure.

VII. **Financial Services Report** – Lathan Hairston

- A. Monthly Financial Reports (November and December 2013) – Mr. Bruce Hankins

November highlights included total unrestricted revenue of \$5,931,854.39 which was 41.16% of the total budget of \$14,412,135. Total unrestricted expense of \$5,623,221.47 was 39.02% of the total budget of \$14,412,135. Excess revenue over expense at November 30, 2013 was \$308,632.92. Total cash and investment at November 30, 2013 was \$7,859,208.58. No significant budget adjustments were made during November 2013.

December highlights included total unrestricted revenue of \$6,748,646.69 which was 46.73% of the total budget of \$14,441,749.16. Total unrestricted expense of \$6,499,765.36 was 45.01% of the total budget of \$14,441,749.16. Excess revenue over expense at December 31, 2013 was \$248,881.33. Total cash and investment at December 31, 2013 was \$7,696,618.41. Deferred revenue from spring pre-registration of \$1,504,912.05 was recorded to account for unrecognized tuition revenue at December 31, 2013. This amount will be recognized on the first day of spring semester classes. A budget transfer of \$128,259.32 was recorded to increase Salary and Fringe budgets to reflect the Board approved two percent salary increase.

VIII. **President’s Report** – Dr. Barbara Jones

- A. The Administrative Reports were presented with the following highlights:

Lathan Hairston, Vice President of Fiscal Affairs:

1. The parking lot project is taking additional time, due to the replacement dry fill material that is needed to replace the "bad" soil at the site. Consulted with a third party engineer for advice.
2. The facilities management department is finalizing a replacement and new tree and plant order for the Conference Center, Whitfield Building, Heritage Plaza, the new parking lot, and a few other key locations. Mr. Thomas commented and expressed his concerns regarding the planting of native grasses and inquired about the highway improvements to be made near the college. No action taken.

Dr. Val Cantú, Vice President of Learning:

1. The Math department is working on setting up a time to provide a compressed video teleconference with the University of Arkansas Community College at Hope. Since our math department presented at the AATYC conference, there has been some interest in learning about our developmental math program.
2. In nursing, we graduated 36 PN’s in December and 22 RN students and have full classes starting in January. The ARNEC class starting in January has 32 registered nursing students in class. SouthArk is approved for 40.
3. SouthArk is offering a campus technology course to provide new students with training related to the institution’s learning management system and critical campus technology. Institutions are offering this campus technology course in an effort to reduce attrition in online or technology-rich courses.
4. SouthArk’s In-service on January 6th included:
 - a. presenters on Title IX – “Sex Discrimination, Policies and Procedures” from Northwest Arkansas Community College: Kathryn Birkhead, Title IX Coordinator and Ethan Beckcom, Executive Director for Institutional Policy, Risk Management, and Compliance
 - b. Karen Powers Liebhaber from Black River Technical College presented “Creating Instructor Presence in the Online Classroom to Improve Student Completion and Retention.”

Dr. Jim Bullock, Vice President of Student Services:

Dr. Bullock reported that Student Services continues to track the five initiatives of SouthArk's strategic plan as they relate to student services: **Communication, Engagement, Success, Resource Development, and Partnerships**. He highlighted the following:

1. Special Services

SouthArk hosted a very moving and powerful Veterans Day Ceremony on November 11th on the lawn of the El Dorado Conference/Student Services Center to reach out and provide resources for the veterans. All areas/levels of government were represented. Three Union County men who gave their lives in Afghanistan and Iraq were honored with the dedication of memorial benches near the 911 Memorial: Army SFC Ben Wise and Navy CIA/SO1 Jeremy Wise and Army Major Wayne Culver.

2. Enrollment Services continue efforts to reach out.

- a. On November 21st 100 4th-grade students from Yocum Elementary School visited the west campus and were engaged in a tour with hands-on activities in several disciplines.
- b. Recruiters and career coaches engaged students from at least nine area high schools during November and December – at SouthArk, on the high school campuses, and at area career fairs.
- c. Fall Commencement was held on December 12th with 2812 graduates.

3. Carl Perkins Grant Program – The annual site visit and review in October revealed the program continues to be in compliance. Established three new internships for SouthArk students.

4. Pathway to Accelerated Completion and Employment (PACE) Grant Program – The annual site visit and review for this program resulted in outstanding recognition, especially in the following areas: test preparation project (“best in the state”), prior learning assessment, virtual career center, and program redesign.

5. Career Pathways Grant Program Initiative

Recently released statistics show that the 94.12% six-month employment retention rate for program graduates reported in the November board memo marks the highest success rate in the state.

Dr. Tim Kirk, Chief Information Officer:

1. Enterprise Resource Planning (ERP) upgrade

The College is pursuing an incremental upgrade to its Jenzabar PX / POISE business process management software. The scope of work and contract are under review. The upgrade will include an enhanced admissions module, web portal, e-learning solution, and a web-based query tool for ad hoc and routine report creation.

2. Emergency Notification

The electricians will complete the wiring to support the internal warning beacons and the external loudspeakers within the next two weeks. Vendor technicians will be on site in February to complete installation and perform training. 63 internal beacon/LCD display/auditory alert boxes will be installed in all SouthArk campus buildings.

Specifications for wiring to support parking lot emergency phones are complete and bids for work are due February 1, 2014. It is anticipated that work will be completed and phones will be in place by mid-March.

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

1. The College is in the final stages of joining the American Association of Community College's (AACC) Voluntary Framework of Accountability (VFA). This program was developed by the AACC to provide different national metrics of success that are centered on the mission of community colleges. We will begin data submission right away.
2. The College's proposal for the Higher Learning Commission required quality initiative proposal, *Learning to think and Thinking to Learn*, has been turned in. The Commission should respond within 4 to 6 weeks.
3. A Facebook based ad campaign for the online Associates degree was started in early December. This project was a combined effort from the Director of Distance Learning, Coordinator of Marketing and Communications, and the webmaster. Two targeted ads, one for traditional and one for non-traditional students, were created with corresponding website landing pages. The landing page included a text area

where interested persons could request additional information. Those who requested information were contacted by the Director of Distance Learning.

Cynthia Reyna, Director of Institutional Advancement and Foundation:

1. **Heritage Plaza** – Pledges and gifts received to-date total \$522,000. Also, SouthArk was recently informed that a pledge of \$125,000.00 for the fountain/stage has been designated, and arrangements for receipt of this gift will be forthcoming.
2. **Annual Report** – 400 hard copies were mailed and 500 were e-distributed. It was also posted on Facebook.
3. **Annual Fund Drive** - The community annual fund drive is underway with gifts continuing to come in daily. To-date, the employee drive raised approximately \$8,200 and \$75,000 from the community.
4. **Grants**
 - The SHARE Foundation awarded \$25,000 for the Union County Healthcare Education program, which partially funds the salary of the Health Sciences Healthcare Education Coordinator.
 - El Dorado Advertising and Promotion awarded \$3,000 for the Outdoor Expo.
5. **“Evening with the Stars” is scheduled for Friday, May 2, at 6:30 p.m., at the El Dorado Conference and Student Center.** The planning committee, chaired by Judge Robin Carroll is in the process of finalizing the honorees. Names will be announced soon.

Dr. Barbara Jones:

Dr. Jones noted the items in the folder: SouthArk FACT Sheet; Federal IPEDS data report.

Spring enrollment numbers are holding steady to last spring’s numbers. The official count will be announced after the 11th class day.

Susan will send the Trustees the link and instructions for the ACCT webinar.

Legislative Report: Legislature will be in session in February.

Lecture Series: still negotiating a contract with Medical Center of South Arkansas for a speaker on April 17, 2014.

- IX. **Executive Session** (if required) – none
- X. **Announcements/Upcoming Events**
- XI. **Adjournment** – The meeting adjourned at 5:15 p.m. Ross/Cameron. Board approved.

Respectfully submitted,

Marc D. Parnell, O.D., Secretary

