

# AGENDA

**South Arkansas Community College  
Board of Trustees Meeting  
March 18, 2014, 3:45 p.m., Administration Building Board Room**

- I. Call to Order – Mr. Steve Cousins, chair
- II. Recognitions and Awards
- III. [Approval of Regular Meeting Minutes – February 18, 2014](#)
- IV. Approval of Consent Agenda – Mr. Cousins
  - A. [Personnel Report](#)
  - B. Monitoring Reports
    - [Policy # 6 – Emergency President Succession](#)
    - [Policy # 9 – Communication and Support to the Board](#)
    - [Policy #29 – Diversity](#)
    - [Policy #30 – Policy Governance Review](#)
  - C. [Approval of Board Calendar](#)
  - D. [Approval of Proposed 2014-2015 Course Fee Schedule](#)
- V. Board Committee Reports
  - A. Real Estate/Facilities Committee – Mr. Charlie Thomas
  - B. Personnel/Planning Committee –
  - C. Budget/Finance Committee – Mr. Steve Cameron
  - D. Policy Governance Committee – Mr. Cousins
- VI. Chair’s Report – Mr. Cousins
  - A. Review of ENDS of College
  - B. Board Evaluation of Own Performance/Policy Governance Model
  - C. Board Process and Performance Monitoring
  - D. Board Retreat (determine date, place)
- VII. Financial Services Report
  - A. [February Monthly Statements – Bruce Hankins](#)
- VIII. President’s Report – Dr. Barbara Jones
  - A. [Administrative Reports](#)
  - B. Lecture Series Update – Phil Ballard
- IX. Executive Session (if required)
- X. [Announcements](#)
- XI. Adjournment

## **II. RECOGNITIONS AND AWARDS**

### III. APPROVAL OF REGULAR MEETING MINUTES

**South Arkansas Community College  
Minutes of the Board of Trustees Meeting  
Administration Building Board Room  
February 18, 2014**

**Trustees present:** Steve Cameron, Patty Cardin, Sam Chamberlain, Veronica Creer, Vicki de Yampert, Dr. Marc Parnell, David Ross, and Charlie Thomas

**Absent:** Steve Cousins

**Staff present:** Phil Ballard, Devyn Brakeman, Art Brown, Dr. Jim Bullock, Dr. Val Cantú, Lathan Hairston, Bruce Hankins, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Jamie McConathy, Dr. Jennifer Parks, Cynthia Reyna, Jim Roomsburg, DeAnna Tracy, Dr. Stephanie Tully-Dartez and Lena Wood

**Others Present:** Sherelle Black (El Dorado News-Times) and Dr. Kermit Parks

- I. **Call to Order** – Veronica Creer, vice chair, called the meeting to order at 3:55 p.m.
- II. **Recognitions and Awards** – none to report
- III. **Approval of Regular Meeting Minutes** – January 21, 2014. Ross/Chamberlain. Board approved.
- IV. **Approval of Consent Agenda** – Ms. Creer
  - A. Personnel Report – Dr. Jones reviewed the personnel report and introduced Devyn Brakeman and announced the retirees.

New Employees:

Tamara Wells	Fiscal Support Technician	01.21.14
Edward Newton	Institutional Services Assistant	02.03.14
Devyn Brakeman	Financial Accounting Manager	02.10.14

Promotions/Transfers/Organizational Changes:

Melissa Reedy	to Institutional Services Assistant from Institutional Services Extra-Help Evening	02.03.14
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Resignations/Retirements/Terminations:

Sheila Risher	Fiscal Support Specialist	04.30.14
Dr. Val Cantú	Vice President of Learning	06.30.14

#### V. **Board Committee Reports**

- A. Real Estate/Facilities Committee – Mr. Charlie Thomas presented the recommendation from the committee to Purchase the property at 439 South West Avenue for \$200,000, subject to seller providing title insurance and warranty deed free of liens. Board approved.
- B. Personnel/Planning Committee – Mr. Sam Chamberlain presented the recommendation from the committee to approve the Stepping Stones Program and approve the budget of \$193.58 per Stepping Stone non-credit hour and a \$20 assessment fee. Board approved.
- C. Budget/Finance Committee – Mr. Steve Cameron presented the following items from the committee for the Board’s approval:
  - 1) Heritage Plaza
    - a. Accept G.A.G. Builders Inc. with a \$970,000 bid to do the work on the Heritage Plaza project.
    - b. Approve a transfer from unallocated funds of \$157,000 to this project that the College is paying not the Foundation. (See Finance Committee Attachment A) Board approved.
  - 2) Parking lot at Summit and Block Streets transfer of \$50,000 due to change orders. Board approved.
  - 3) A phased software upgrade from POISE to JENZABAR. The total cost of the project is \$950,000 to be paid over a period of three years. The first year obligation of \$500,000 will be funded by Title III Funds of \$300,000, and College Unallocated Cash Funds of \$200,000. The remaining portion of \$450,000 will be paid in annual payments of \$150,000. (See Finance Committee Attachment B) Board approved.

D. Policy Governance Committee – Mr. Steve Cousins – no report

VI. **Chair’s Report** – Ms. Creer

- A. Board Process and Performance Monitoring –
- B. Board Evaluation of Own Performance – March – Susan Jordan will send link to Trustees to complete the survey and submit.

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

- A. Monthly Financial Reports (January 2014) – Mr. Bruce Hankins  
January highlights included total unrestricted revenue of \$9,938,994.67 which was 68.60% of the total budget of \$14,488,640.90. Total unrestricted expense of \$7,965,357.71 was 54.98% of the total budget of \$14,488,640.90. Excess revenue over expense at January 31, 2014 was \$1,973,636.96. Total cash and investment at January 31, 2014 was \$7,803,162.37.

The revenue budget was increased \$65,000 to reflect additional Community Education contracts established during the month. \$18,250 was moved from the contingency budget to provide funding for the professional bookstore manager’s position.

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

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

Lathan Hairston, Vice President for Fiscal Affairs:

- 1. The parking lot project is taking additional time due to weather. The contractor will provide their own fill.
- 2. The Heritage Plaza bid has been accepted, a construction agreement will be executed, and work should begin soon.

Dr. Val Cantú, Vice President for Learning:

- 1. SouthArk’s Health Science programs continue to be successful in certification pass rates and placement. He attributes this to the seasoned faculty and program directors that oversee the programs.
- 2. Process Technology program is expanding due to new grant.
- 3. Work has begun on developing a pod-cast radio station for communications students in the Performance and Media Arts program to receive hands on training.

Dr. Jim Bullock, Vice President for Student Services:

- 1. Eleventh day enrollment count for the spring semester is 1669 students.
- 2. Several members of the Student Services staff visited classrooms engaging 680 students to make them aware of services offered which could increase their potential for success.

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

- 1. The Institutional and Research section of the SouthArk Website has been updated. Includes Fact Card and Fact Book for your reference.
- 2. An online form was created for budget requests to provide more efficient options for the appropriate strategic initiatives.

Dr. Tim Kirk, Chief Information Officer

- 1. Moving forward on the Jenzabar upgrade.
- 2. The electricians are in the final stages of phase I of the Emergency Notification System and should be complete in the next couple of weeks.

Cynthia Reyna, Director of Institutional Advancement and Foundation:

1. Heritage Plaza “Buy a Brick – Leave a Legacy” campaign is underway. Our goal is to sell 100 bricks by April 30, 2014, and to-date we have sold 50.
2. “Evening with the Stars” is scheduled for Friday, May 2, at 6:30 p.m., at the El Dorado Conference and Student Center. The following will be recognized: *Friend of the College*, Mr. William C. Howard; two *Outstanding Alums*, Melissa Jerry and Greg Taylor.

Dr. Barbara Jones:

Noted items in folders: *Figures and Facts 2013-2014*; public drawing from the Department of Transportation of plans for Hwy 82 and South West Avenue as requested by the Board.

Emergency Management Plan booklets have been created for various emergencies with step by step instructions. These booklets are being distributed to all faculty and staff and will be placed in all classrooms.

The South West Arkansas Planning District/Workforce Investment Board for our region notified us by email that SouthArk will be receiving around \$60,000 General Improvement Funds. An official letter of notification/confirmation will be forthcoming.

Mr. Phil Ballard announced that Olympic Gold Medalist Shannon Miller will be our next Lecture Series speaker on April 17. Ms. Miller ranks as the most decorated gymnast, male or female, in U.S. history.

IX. **Executive Session** (if required) – none

X. **Announcements/Upcoming Events**

Sam Chamberlain announced that he has submitted his letter of resignation from the Board to the Governor due to relocation out of state with his job.

XI. **Adjournment** – The meeting adjourned at 4:58 p.m. Ross/Cameron. Board approved.

Respectfully submitted,

Marc D. Parnell, O.D., Secretary

Finance Committee  
Attachment A

South Arkansas Community College  
Heritage Plaza Update  
Finance Committee Meeting  
February 17, 2104

<b>Heritage Plaza Bid</b>	<b>\$ 970,000</b>	
<b>College Funds</b>		
Chilled water loop	98,000	
Flag Court	9,000	
Architects services	50,000	
<b>Total College Funds</b>	<b>\$ 157,000</b>	
<b>Foundation Funds</b>		
Cash	\$ 487,443	
Cash transfer from unrestricted capital campaign	110,444	
Cash transfer from unrestricted general operations	227,113	*
<b>Subtotal Cash on Hand</b>	<b>\$ 825,000</b>	
<b>Pledges to date</b>	<b>\$ 113,770</b>	*
Total Foundation Funds	<b>\$ 938,770</b>	

**Source of funds from unallocated cash**

\* Funds to be reimbursed from Foundation funds as pledge collections are received.

Finance Committee  
Attachment B

**Jenzabar Software and Implementation  
Estimated Costs**

Jenzabar Software and Implementation	\$750,000.00
Other Estimated Costs	
(Travel, Conversion, Hardware, Extra Help and Programming)	\$200,000.00
	<u>\$950,000.00</u>
Payment within the first year	<u>-\$500,000.00</u>
Balance	\$450,000.00
Anticipated annual payments over 3 years	\$150,000.00

\*Estimated dollar amount Title III will pay -\$ 300,000

Source of Funds: Unallocated cash funds -- \$200,000

**IV. APPROVAL OF CONSENT AGENDA**

**PERSONNEL REPORT**

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES AND DR. BARBARA JONES, PRESIDENT  
**FROM:** BECKY RIGGS  
**SUBJECT:** BOARD REPORT: PERSONNEL  
**DATE:** MARCH 18, 2014  
**CC:** SUSAN JORDAN

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Since the last Board meeting, the following individuals have: 1) been employed by the College, 2) had a change in previous job duties, or 3) are/will no longer be employed at SouthArk.

New Employees:

None to report

Promotions/Transfers/Organizational changes:

Allison Dolden	to Fiscal Support Specialist – Purchasing from Fiscal Support Specialist – Bookstore	05.01.14
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Resignations/Retirements/Terminations:

Diana Hunt	Administrative Specialist I	06.30.14
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**MONITORING REPORT**

## Board Policy #6

### SOUTH ARKANSAS COMMUNITY COLLEGE BOARD POLICY NO. 6 ACADEMIC YEAR 2013-2014

**Board Meeting:** March 18, 2014

**Policy Type:** Executive Limitations  
**Policy Title:** Emergency CEO Succession

**GLOBAL POLICY PROHIBITION:** In order to protect the Board from sudden loss of President's services, the President may have no fewer than two other executives familiar with Board and President's issues and processes.

**REPORT:** To protect the Board from sudden loss of Presidential services, the following succession procedures are in place:

#### **Temporary Succession**

For short periods of time, not to exceed 30 consecutive days, a vice president may be designated by the President to serve as acting president in his/her absence. An acting president of South Arkansas Community College for periods in excess of 30 working days shall be selected by the Board.

#### **Emergency Succession**

In order to protect the Board from sudden loss of presidential services, the President must have at least two other executives familiar with Board and presidential issues and processes. The President will designate to the Board each year his/her recommended line of succession. (Please see attached, page 2).

#### **Permanent Succession**

If the President is permanently leaving the position, the Board may temporarily have an acting president for up to 30 days. After the 30 days, an interim president should be designated by the Board to fill the position while a search is conducted.

**I am reporting compliance.**

Signed:   
Barbara R. Jones, Ph.D.  
President

Board Policy No. 6  
Emergency CEO Succession  
March 18, 2014

During any prolonged absence from the College which might occur by me, I am requesting that the following vice-presidents, in their order of availability, to serve as acting president on my behalf for urgent matters requiring immediate attention.

Their order of service as acting President is as follows:

1. Vice President for Finance and Administration
2. Dr. Val Cantú, Vice President for Learning
3. Dr. Jim Bullock, Vice President for Student Services

This notice will remain in effect until changed by me.

Thank you,

A handwritten signature in blue ink that reads "Barbara R. Jones". The signature is written in a cursive style.

Barbara R. Jones, Ph.D.  
President

## Board Policy #9

### SOUTH ARKANSAS COMMUNITY COLLEGE BOARD POLICY NO. 9 ACADEMIC YEAR 2013-2014

**Board Meeting:** March 18, 2014

**Policy Type:** Executive Limitations  
**Policy Title:** COMMUNICATION AND SUPPORT TO THE BOARD

**GLOBAL POLICY PROHIBITION:** The President shall not permit the board to be uninformed or unsupported in its work.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

1. Neglect to submit monitoring data required by the board (see policy on Monitoring President's Performance #22) in a timely, accurate and understandable fashion, directly addressing provisions of Board policies being monitored.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, material external and internal changes including any senior staff changes.
3. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President Linkage (Policy #18, #19, #20, #21, #22), particularly in the case of Board behavior which is detrimental to the relationship between the Board and the President.
4. Fail to provide for the Board as many staff and external points of view, issues and options as needed for fully informed Board choices.
5. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.
6. Fail to provide a mechanism for official board, officer or committee communications.
7. Fail to deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.
8. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.
9. Fail to supply for the consent agenda all items delegated to the President yet required by law or contract to be Board-approved, along with the monitoring assurance pertaining thereto.
10. Fail to provide a monthly financial statement unless an exception is so requested.

Monitoring Report due: March (*Direct Inspection by Board*)  
Monthly for Policy #9, Part #10, Financial Statements

**REPORT:** The President has not permitted the Board to be uninformed or unsupported in its work. The President provides regular communications related to college initiatives, plans, reports, activities, and events. In addition, the President schedules Board committee meetings, as needed, to assure review, approval, and/or recommendations related to board/college issues. The President keeps the Board informed of other relevant issues, as they arise.

1. The President has not neglected to submit monitoring data required by the board in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.
2. The President has not neglected to (inform) let the board be unaware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, material external and internal changes including any senior staff changes.
3. The President has not failed to advise the board if, in the President's opinion, the board is not in compliance with its own policies on Governance Process and Board-President Linkage, particularly in the case of board behavior which is detrimental to the relationship between the board and the President.
4. The President has not failed to provide for the board as many staff and external points of view, issues and options as needed for fully informed board choices.
5. The President has not failed to present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.
6. The President has not failed to provide a mechanism for official board, officer or committee communications.
7. The President has not failed to deal with the board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.
8. The President has not failed to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.
9. The President has not failed to supply for the consent agenda all items delegated to the President yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.
10. The President has not failed to provide a monthly financial statement unless an exception is so requested.

Monitoring Report due:            March (*Direct Inspection by Board*)  
   Monthly for Policy #9, Part #10, Financial Statements

**I am reporting compliance.**

Signed:   
Barbara R. Jones, Ph.D.  
President

## Board Policy #29

### SOUTH ARKANSAS COMMUNITY COLLEGE BOARD POLICY NO. 29 ACADEMIC YEAR 2013-2014

**Board Meeting:** March 18, 2014

**Policy Type:** ENDS

**Policy Title:** DIVERSITY

**GLOBAL POLICY PROHIBITION:** South Arkansas Community College will be a community which supports diverse populations and activities, models tolerance for all people and cultures, and celebrates the talents, skills and abilities of all people.

Accordingly:

#### A. EMPLOYMENT

1. The College will increase the diversity of the staff to reflect the service area by posting employment opportunities in media outlets that attract a large diverse population.

#### B. ENROLLMENT

1. The college will target under-represented groups for participation in College programs and activities.

### POLICY PROHIBITION

#### A. EMPLOYMENT

1. The College has increased slightly the diversity of the staff to reflect the service area by posting employment opportunities in media outlets that attract a large diverse population.

#### REPORT:

“Respect for Diversity” is one of the six value statements that serve as guiding principles in fulfilling the College Mission statement. The statement reads: *Believing that everyone should have an opportunity to learn and succeed, we value intellectual and cultural diversity in the classroom, in the workplace, and in the community.*

The staff and faculty are dedicated to ensuring South Arkansas Community College is an affirmative action and equal opportunity employer. The College reaffirms this commitment in its distributed materials (college catalog, student handbook, job vacancy notices, and program brochures).

The College seeks applications by advertising positions in publications that attract diverse readers and applicants. The Human Resources Office posts all position announcements on the South Arkansas Community College website and the College email distribution listing. The electronic public posting of employment opportunities is often distributed by employees and others to a multiplicity of potential candidates. When posting jobs, the publications and websites may be expanded, as needed, to reach a larger, more diverse population. The Sunday edition of the local newspaper is often used to reach a wider circulation of potential job seekers. When deemed necessary, the College also advertises positions on the [higheredjobs.com](http://higheredjobs.com) website, in regional newspapers, local websites goeldorado.com and eldoark.com, the *Arkansas Democrat-Gazette* and in the *Chronicle of Higher Education*, a national publication. The academic or department head also may recommend various publications and/or websites for advertisements.

The College has implemented numerous administrative procedures to support its employment diversity. The College has detailed procedures using committees to fill all benefits-eligible vacancies. These procedures specify the composition of the committee membership to assure diversity. The Human Resources Director is present at all selection committee meetings, to ensure compliance with Fair Employment Practice guidelines and other Federal, State, and College regulations/policies.

South Arkansas Community College reports annually to the National Center for Education Statistics. This submission, known as the Integrated Postsecondary Education Data System (IPEDS) report, includes gender and diversity data. Additionally, the College reports to the Arkansas Department of Higher Education each year its employment diversity.

Listed below is a matrix that reflects the Non-Caucasian (minority) of faculty and staff employed the past four years:

	FY 2010-2011		FY 2011-2012		FY 2012-2013		FY 2013-2014**	
	M	F	M	F	M	F	M	F
<b>Faculty*</b>	<b>19</b>	<b>49</b>	<b>17</b>	<b>47</b>	<b>18</b>	<b>47</b>	<b>15</b>	<b>46</b>
Minority Personnel	1	5	1	6	1	6	1	7
<i>Percentage</i>	5%	10%	6%	13%	6%	13%	7%	15%
<b>Professional Staff*</b>	<b>20</b>	<b>33</b>	<b>20</b>	<b>31</b>	<b>23</b>	<b>32</b>	<b>24</b>	<b>35</b>
Minority Personnel	3	4	3	3	5	2	5	5
<i>Percentage</i>	15%	12%	15%	10%	22%	6%	21%	14%
<b>Classified Staff*</b>	<b>23</b>	<b>40</b>	<b>26</b>	<b>44</b>	<b>21</b>	<b>41</b>	<b>21</b>	<b>37</b>
Minority Personnel	10	8	10	8	8	8	7	8
<i>Percentage</i>	43%	20%	38%	18%	38%	20%	33%	22%
<b>Total Men and Women</b>	<b>62</b>	<b>122</b>	<b>63</b>	<b>122</b>	<b>62</b>	<b>120</b>	<b>60</b>	<b>118</b>
Minority Personnel	14	17	13	17	14	16	13	20
<i>Percentage</i>	23%	6%	21%	14%	23%	13%	22%	17%
<b>Total</b>	<b>184</b>		<b>185</b>		<b>182</b>		<b>178</b>	
Minority Personnel	31		30		30		33	
<i>Percentage</i>	16.8%		16.2%		16.5%		19%	

\*The following totals include all personnel occupying these positions during the fiscal year.

\*\*Incomplete fiscal year.

As of November 1, 2013, (IPEDS reporting date) the College employed 43 student workers of which 8 were male and 35 female. Minorities consisted of 18 (42%) of the student workers.

The College administration includes a female President, Hispanic Vice President of Learning, African-American Director of Financial Aid and a Hispanic Director of Foundation and External Funding.

## B. ENROLLMENT

1. The College has targeted under-represented groups for participation in College programs and activities.

Ethnic Makeup	Fall '08	Fall '09	Fall '10	Fall '11	Fall '12	Fall '13	1-year change	5-year change
African American Females	30.2%	27.8%	32.1%	31.4%	31.4%	33.5%	2.1%	3.3%
African American Males	6.8%	5.9%	5.8%	7.5%	7.8%	7.3%	-0.5%	0.4%
Caucasian Females	41.0%	42.4%	38.8%	38.2%	37.5%	36.6%	-0.8%	-4.4%
Caucasian Males	19.6%	19.8%	19.1%	18.6%	18.6%	18.2%	-0.4%	-1.4%
Hispanic Females	0.8%	1.1%	1.2%	1.4%	2.0%	2.3%	0.3%	1.5%
Hispanic Males	0.3%	0.6%	0.9%	1.3%	0.9%	0.8%	-0.1%	0.5%
Other Females	0.9%	1.8%	1.2%	1.0%	1.4%	0.8%	-0.6%	-0.1%
Other Males	0.5%	0.7%	1.0%	0.6%	0.5%	0.5%	0.0%	0.0%
	1519	1769	1784	1773	1757	1632		

**REPORT:****College Programs & Activities targeting under-represented groups:**

*South Arkansas Community College has a diverse population of students. This diversity includes ethnic, cultural, special needs, and language differences. There are several ways in which SouthArk tries to meet the needs and interest of students.*

**1. International & Undocumented Students**

- a. SouthArk received approval to accept international students, through the Department of Homeland Security. The Academic Advisor completed required certification training to become the Designated School Official (DSO) for Student and Exchange Visitor Information System (SEVIS). The college can issue the Form I-20 Certificate for Eligibility for Nonimmigrant Student Status in order to enroll nonimmigrant students in a F (academic) and/or M (vocational) visa classification. We currently have one international student enrolled in our nursing program.
- b. SouthArk had 10 undocumented students enrolled as of March 2014. According to the state of Arkansas all undocumented students are required to pay out-of-state tuition.

**c. Hispanic Outreach**

South Arkansas Community College has hosted two specific events designed to encourage and inform Hispanic communities about SouthArk.

**a. *Dia Para La Raza***

On Saturday, May 4, 2013, from 10:00 a.m. – 2:00 p.m., South Arkansas Community College conducted their first recruiting event geared toward Hispanics, called Dia Para La Raza. Approximately 125 people came to enjoy the festivities of the day.

**b. *Vaya, Crezca, y Logrará***

On Saturday October 12, 2013, in spite of heavy rain most of the day, we enjoyed a fun day of games, food, and music at SouthArk's second Hispanic outreach event. Nearly 50 community members attended, as well as several SouthArk faculty and staff members. Four Hispanic students from SouthArk (recipients of the "Living the Dream" scholarship) shared with the crowd the importance of pursuing higher education and shared a bit of their own story—how they decided to attend South Ark. The planning committee decided to change the name from "Día de la Raza" to a title that would be more specifically connected to SouthArk. "Vaya, Crezca, y Logrará" is translated, "Go, grow, and you will accomplish"—connected to SouthArk's initiative, *Go, Grow, Graduate*.

**c. Scholarships and Financial Aid**

In addition, Dr. John Spencer was successful in writing a scholarship request to SouthArk's foundation for funds specifically targeted at undocumented students. Dr. Spencer has also been invaluable to the financial aid office in travels to Bradley County to serve as a Hispanic interpreter for the Financial Aid nights.

**2. Special Student Populations**

- a. The Carl Perkins grant dedicated an activity to identifying and recruiting prospective students to encourage them to consider non-traditional careers. One example of a non-traditional career is males working in the Nursing program which is predominantly a female dominated career. The Non-Traditional Career Specialist position was developed to target Career & Technical Education (CTE) programs—including Allied Health programs—with the task of promoting this minority student population. There are 209 students identified in the Spring of 2014 as part of the non-traditional careers student population:

	<b>Total Non-Traditional Participants</b>	<b>Total Number of Participants in the CTE Programs</b>	<b>% Non-Traditional Participants in CTE Programs</b>
<b>Business and Technical</b>	<b>101</b>	<b>325</b>	<b>31.10%</b>
Male	2	153	
Female	99	172	
<b>Health and Natural Sciences</b>	<b>61</b>	<b>513</b>	<b>11.90%</b>
Male	54	78	
Female	7	435	
<b>Liberal Arts</b>	<b>47</b>	<b>142</b>	<b>33.10%</b>
Male	5	20	
Female	42	122	
<b>Totals</b>	<b>209</b>	<b>980</b>	<b>21.30%</b>

- b. The Office of Accommodative Services and Instructional Support (OASIS) is dedicated to working with the student population who have documented disabilities. The Accommodation Specialist for the year 2013-2014 served thirty-seven (37) students. She facilitated the purchase of glasses for eight (8) students. Of the total forty-five (45) students, thirteen (13) were male [4-African American] and thirty-two (32) were female [16-African American]).

### 3. First-Generation College Students

- a. The Upward Bound (TRiO) Project at South Arkansas Community College is funded in total by federal grant funding from the U. S. Department of Education, with an annual budget of \$262,500, to work with sixty-three El Dorado High School students. Upward Bound supports selected participants (first generation, college bound students meeting income requirements) in completing secondary school, enrolling in post-secondary school, and completing a bachelor’s degree by offering intrusive academic, career, social, cultural, and financial advising. Currently we have identified sixty-two program participants for the Upward Bound project.
- b.

#### Upward Bound Participants March 2014

<b>Male</b>	<b>Female</b>	<b>African American</b>	<b>Asian</b>	<b>Caucasian</b>	<b>Hispanic</b>
18 29%	44 70%	57 92%	0	3 4.83%	2 3.23%

- c. Career Coaches – Union, Bradley and Chicot Counties. The College & Career Coach/Transfer Advisor is charged with providing pre-college services to the Union County high schools. South Arkansas Community College understands the need for a diversified student body, and therefore, strives to strengthen recruiting efforts for high school students across Union County. South Arkansas Community College has been awarded funding for two career coaches to serve Bradley and Chicot counties. These career coaches specifically target youth and adults from low-income backgrounds and

encourage them to aspire to postsecondary education. Workforce training, and/or apprenticeships as a means to a career that will afford economic self-sufficiency.

4. **Career Pathways Initiative.** The Arkansas Career Pathways Initiative (CPI) is a comprehensive program designed to improve the earnings and post-secondary education attainment of Arkansas' low-income residents who meet Temporary Assistance for Needy Families (TANF) eligibility. The initiative provides funding for two-year colleges to develop career pathways programs that assist TANF-eligible adults to earn a marketable educational credential for immediate entry into a high demand occupation. Students in the program may receive assistance with child care, transportation, laptop computer, tuition, and books. Because of budget reductions in each of the past two years, the number of students the college is able to assist has declined. Current enrollment numbers 113. The average age of students is 32, and the student age range is 20 – 62. Four of the 113 students are males. The ethnicity of the students is as follows: 71 (63%) African American, 36 (32%) Caucasian, and 6 (5%) other (Native American or Hispanic).

#### 5. **Financial Aid**

Corresponding information pertaining to our efforts to assist minorities with financial aid is also positive. The percentage of ethnic minorities receiving financial aid has increased from 49% in 2009-2010 to 53% in 2012-2013. The data also show that 55.3% of total aid dollars went to ethnic minorities in 2012-2013. For 2012-2013, we enrolled 2,469 students (unduplicated count). Of those students, 1,542 or 62 % had some type of financial aid. A total of 813 or 53% of financial aid awardees were ethnic minorities.

#### 6. **Black History Month activities**

- a. The 4<sup>th</sup> Annual African-American Family and Friends Day was held February 15, 2014 on SouthArk's campus. This event attracted people from the local community. This year's theme was *Immersing Yourself in Changing Technology*, and it highlighted people from our local community and local businesses, and showcased the new Trade Adjustment Assistance Community College and Career Training, TAACCCT, grant at SouthArk.
- b. SouthArk was scheduled to host the African American Read-In on February 12, but because of inclement weather it was canceled and was not rescheduled.

### **The Division of Continuing Education**

The Corporate and Community Education Department supports diversity by serving diverse populations reflecting the population of the region. The office offers activities, classes, and support services which celebrate the culture, talents, skills, abilities and interests of the population. During 2013, the department employed an ethnically diverse staff of adjunct instructors, including six who were Hispanic, or African American. It utilizes diverse instructors, speakers, and topics to deliver course offerings such as:

1. Spanish translation services to local companies as our Hispanic/Latino population grows.
2. Occupational Spanish classes for English speaking workers.
3. Occupational English for Spanish speaking workers.
4. Cross-cultural workforce training.
5. Community courses Spanish for Missions.
6. Professional development offerings such as the 2013 Cultural Diversity Workshop.
7. Lifelong learning opportunities through standard programming such as Camp Lotsafun and Noon Symposia. One such example is a Camp Lotsafun course, "Rock the Nation," which was dedicated to educating students about the civil rights movement.

### **Adult Education**

The Adult Education department at South Arkansas Community College is committed to serving a diverse group of students in South Arkansas. During the 2011-2012 and 2012-2013 academic years, our department had an ethnically diverse student body including the following:

	2011-2012		2012-2013	
	#	%	#	%
White Male	189	38.2%	175	38.8%
White Female	50	10.1%	54	12.0%
African American Male	145	29.3%	128	28.4%
African American Female	99	20.0%	70	15.5%
Hispanic Male	3	0.6%	7	1.6%
Hispanic Female	5	1.0%	12	2.7%
American Indian Male	2	0.4%	1	0.2%
American Indian Female	1	0.2%	1	0.2%
Asian Male	1	0.2%	3	0.7%
Asian Female	0	0.0%	0	0.0%
	495		451	

In order to adequately serve these diverse students, we provide the following services:

1. Basic skills, computer literacy and industry classes are offered on a flexible schedule in locations throughout Union County.
2. Classes are open-entry and open-exit to accommodate the schedules of students.
3. The Center provides specialized test screenings and proper accommodations are provided for students with disabilities.
4. Satellite classes are strategically located throughout the community to accommodate students from various geographical locations.
5. English as a Second Language is offered to help individuals improve their English skills.
6. Job readiness, pre-employment classes, and career counseling are provided for the unemployed and underemployed.

Faculty and staff also participate in training that addresses the specific needs of diverse populations.

### **Stepping Stones**

The Stepping Stones program at South Arkansas Community College is designed for individuals who have Intellectual Disabilities (ID) or Developmental Disabilities (DD), and who can benefit from the community college experience. Stepping Stones is a custom-tailored learning program that offers students a unique post-secondary opportunity to further their formal education and become self-reliant. The conceptual framework for the Stepping Stones program depicts four standards as cornerstones of practice: Academic Access, Career Development, Campus Inclusion, and Self-Determination. Eleven students are currently enrolled in the Stepping Stones program. Students attend class Monday-Friday and several participate in internships or part-time jobs throughout the community. These students will be the most underrepresented group, not only at the college, but the community. Each of the eleven students have made social and academic advances since the program began in September 2011.

### **Secondary Technical Center**

Faculty and staff of the Secondary Technical Center, located on East Campus, are committed to serving a diverse group of high school students. They continually work with students to ensure they are aware of job opportunities in the various technical programs represented in the Technical Center. In order to provide students with “real world” knowledge, faculty and staff include course outcomes and discussions about diversity in the workplace during class time. Additionally, during high school visits, faculty and staff continually stress career possibilities open to students regardless of their gender or race.

The Secondary Technical Center encourages students to explore career opportunities in programs that are gender neutral. Therefore, faculty and staff routinely make presentations at the local high schools stressing that the programs are opportunities for everyone. As a result, students taking non-traditional programs increased this academic year to seven males in the Medical Professions Education program and two females

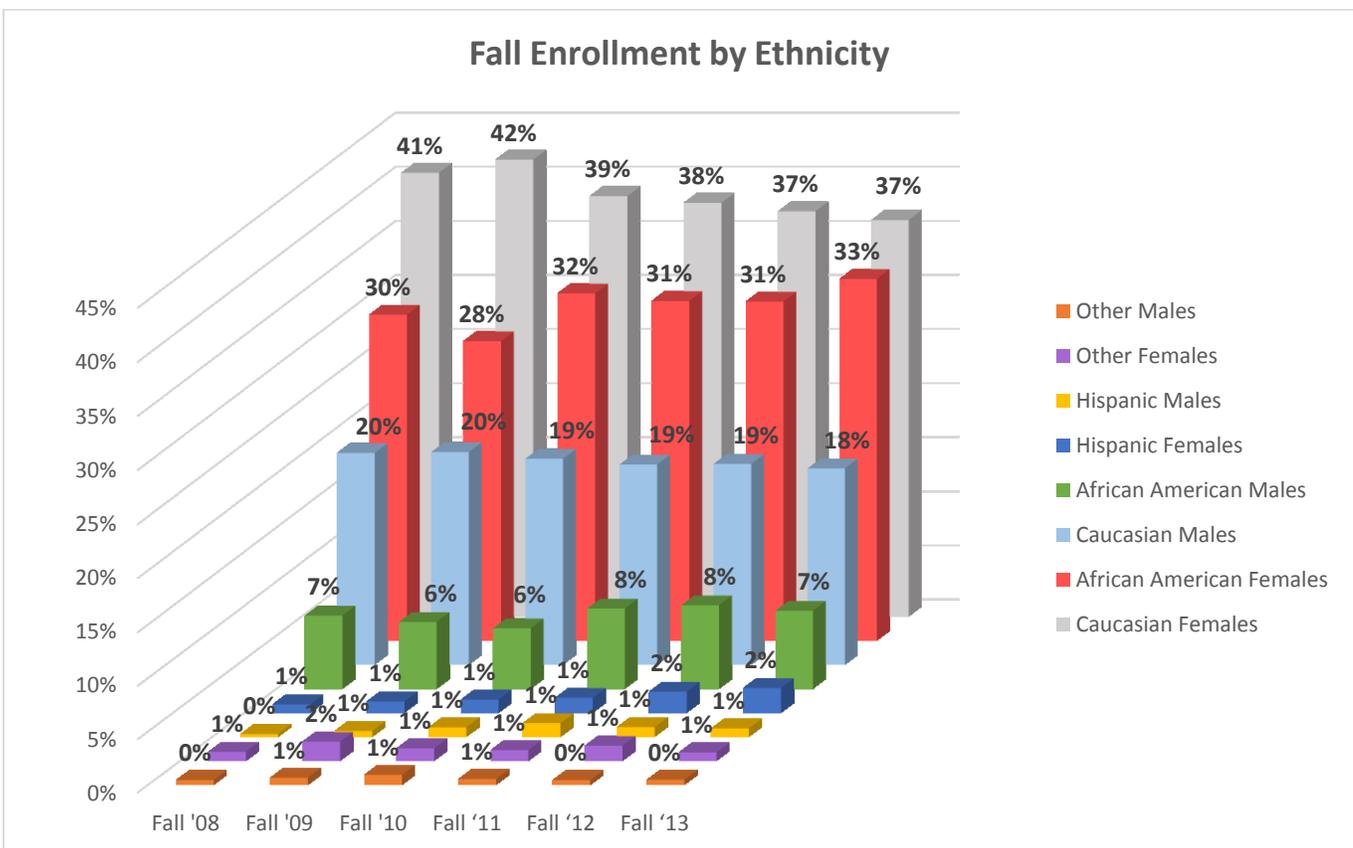
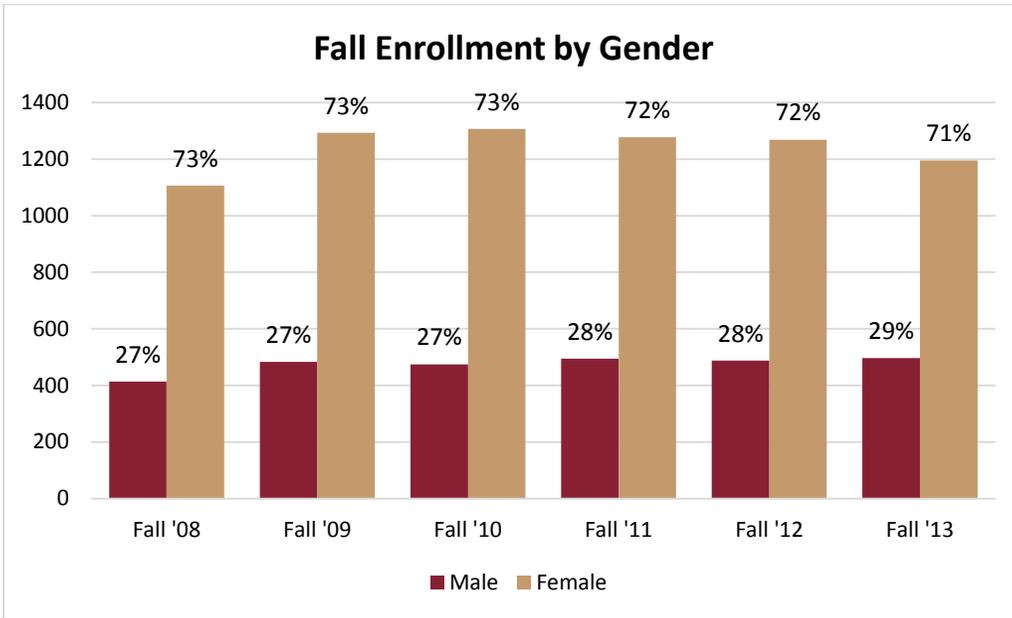
in the automotive technology program. Minority enrollment at the Secondary Technical Center is presently at 43.6% which is also an increase over the previous year.

**REPORT:** I submit the following data to demonstrate compliance with this global provision; further adding my personal certification and guarantee that, as reasonably interpreted, this provision has not been violated.

**I report compliance.**

Signed: Barbara R. Jones  
Barbara Jones, President

## Supplemental Charts



## Board Policy #30

### SOUTH ARKANSAS COMMUNITY COLLEGE BOARD POLICY NO. 30 ACADEMIC YEAR 2013-2014

**Board Meeting:** March 18, 2014

**Policy Type:** ENDS

**Policy Title:** POLICY GOVERNANCE REVIEW

**GLOBAL POLICY PROHIBITION:** The South Arkansas Community College Board of Trustees and administration will operate within the principles of Policy Governance and regularly review performance against expectations.

Accordingly:

**A. Operation Under the Principles of Policy Governance**

1. The Board and Administration will operate within the principles of Policy Governance and annually review performance against expectations.

**B. Outcome Measure**

1. The Board and President (with input from senior administrators) will review and assess the adherence to Policy Governance Principles by both the Board and the Administration.

Monitoring Report due: March (*Direct Inspection by Board*)  
Revised February 2005

**REPORT:**

**A. Operation Under the Principles of Policy Governance**

1. The Board and Administration has operated within the principles of Policy Governance and has annually reviewed performance against expectations.

**B. Outcome Measure**

1. The Board and President (with input from senior administrators) has reviewed and assessed the adherence to Policy Governance Principles by both the Board and the Administration.

A committee has been appointed to review and update Board policies.

**I am reporting compliance.**

Signed:   
\_\_\_\_\_  
Barbara R. Jones, Ph.D.  
President

**APPROVAL OF THE BOARD CALENDAR**

**South Arkansas Community College Board of Trustees Meeting Schedule**

**Meet third Tuesday of every month at 3:45 p.m., except December, with Board Retreat in July**

Month	Regular Agenda	Monitoring Reports	Consent Agenda	Pre-BOT Meeting
January	Election of Officers Even numbered years Board Process & Performance Monitoring	Financial Planning/Budgeting (Policy #4) Financial Condition and Activities (Policy #5) Asset Protection (Policy #7) Lifelong Learning (Policy #27)	Personnel Report Financial Report College Activities (reported, as necessary) Example: Approval of promotional items. Approval of Board expense reimbursement Election of Officers	Webinar
February	send board chair a reminder of Board Evaluation of own performance in March Board Process & Performance Monitoring		Personnel Report Financial Report	Program Reviews (3PM)
March	Review of "ENDS" of College Board Evaluation of own performance vis-à-vis Policy Governance Model Board Process & Performance Monitoring	Emergency CEO Succession (Policy #6) Communication and Support to the Board (Policy #9) Direct Inspection by Board Diversity (Policy #29) Policy Governance Review (Policy #30) Direct Inspection by Board	Personnel Report Financial Report Review of Tuition and Fees Approval of Board Calendar	Webinar
April	Board Process & Performance Monitoring		Personnel Report Financial Report	Performance Based Funding Outcomes (3PM)
May	Presidential Contract Review Graduation Validate Mission Statement Budget Presentation Board Process & Performance Monitoring	Financial Planning/Budgeting (Policy #4) Financial Condition and Activities (Policy #5) Asset Protection (Policy #7) Compensation and Benefits (Policy #8) Community Service (Policy #28)	Personnel Report Financial Report Approval of Annual Operating Budget Approval of Provisional Positions Approval of Holiday and Vacation Schedule Approval of Administrative Procedures Manual (APM)	Webinar
June	Presidential Evaluation Board Process & Performance Monitoring		Personnel Report Financial Report	Distance Education & Technology (3PM)
July	Board Retreat - no formal meeting			
August	Board Process & Performance Monitoring		Personnel Report Financial Report	Qualitative Assessments (3PM)
September	Appointment of Nominating Committee for Officers Odd numbered years Board Process & Performance Monitoring	ENDS Focus of Grants or Contracts (Policy #10) Transfer Education (Policy #24) Occupational/Workforce Education (Policy #25) Developmental Education (Policy #26)	Personnel Report Financial Report	Highlights of Strategic Plan Outcomes (3PM)
October	Board Process & Performance Monitoring		Personnel Report Financial Report	General Education Outcomes (3PM)
November	Board Process & Performance Monitoring	Treatment of Clients (Policy #2) Treatment of Employees (Policy #3) Financial Planning/Budgeting (Policy #4) Financial Condition and Activities (Policy #5) Asset Protection (Policy #7)	Personnel Report Financial Report End of Fiscal Year Financial Statements Nomination of Officers Odd numbered years	Webinar
December	no formal meeting			

NOTE: Board of Trustees Educational Events, as scheduled

**APPROVAL OF PROPOSED 2014-2015 COURSE FEE SCHEDULE**

**V. BOARD COMMITTEE REPORTS**

**REAL ESTATE AND FACILITIES**

**PERSONNEL AND PLANNING**

**BUDGET AND FINANCE**

**POLICY GOVERNANCE**

## VI. CHAIRS REPORT

## **VII. FINANCIAL SERVICES REPORT**

**MONTHLY STATEMENTS**

**To: Dr. Barbara R. Jones  
Lathan Hairston**

**From: Bruce Hankins, CPA**

**Date: March 12, 2014**

**Subject: February, 2014**

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Enclosed is the monthly financial report for the month of February, 2014.

Highlights:

Total cash at February 28, 2014 was:

Restricted or Designated	\$ 2,460,935.24
Imprest Funds & Cash Drawers	6,045.00
Working Capital & Reserves	<u>4,824,786.52</u>
Total Cash & Investments	<u><u>\$ 7,291,766.76</u></u>

Unrestricted revenues from current funds of \$10,352,613.06 were 71.57% of the total budget of \$14,465,140.90.

Unrestricted expenses from current funds of \$9,043,799.74 were 62.52% of the total budget of \$14,465,140.90.

Excess year-to-date Revenues over Expenditures \$1,308,813.32

A budget adjustment for \$23,500 was made to increase the budget for bookstore staffing.

## Statement of Net Assets

SOUTH ARKANSAS COMMUNITY COLLEGE  
STATEMENT OF NET ASSETS - ALL FUNDS  
AS OF FEBRUARY 28, 2014

	EDUCATIONAL & GENERAL	AUXILIARY	CURRENT RESTRICTED	ENDOWED	LOAN	AGENCY	DEBT SERVICE	PLANT FUND	INVESTED IN PLANT	TOTAL ALL FUNDS	28-Feb-13
<b>ASSETS:</b>											
Cash In Bank	2,315,193.36	351,218.93	564,641.85	318,381.82	2,315.77	37,566.05	4.55	2,065,378.49		5,654,700.82	6,545,580.08
Cash - Imprest Funds & Cash Drawers	6,045.00									6,045.00	6,045.91
Cash In State Treasury	346,922.36							352,550.50		699,472.86	347,326.67
Cash In Bank-Millage							498,256.06	433,292.02		931,548.08	825,077.14
Total Cash and Investments	2,668,160.72	351,218.93	564,641.85	318,381.82	2,315.77	37,566.05	498,260.61	2,851,221.01		7,291,766.76	7,724,029.80
Accounts Receivable, net	343,988.70	174,039.67								518,028.37	456,079.84
Other Receivables	137,901.48	44,375.13	2,351,725.17		200.00	-120.96				2,534,080.82	1,475,621.85
Property Tax Receivable								246,956.71		246,956.71	230,750.42
Inventories	19,090.78	252,824.78								271,915.56	243,325.37
Prepaid Expenses	101,826.32	100.34	225.38							102,152.04	48,749.09
Revenue Bond Issuance Cost, net		0.00							29,040.19	29,040.19	30,167.87
Capital Assets net of Depreciation									19,179,146.02	19,179,146.02	19,771,397.11
Due from Other Funds	2,180,693.57	497,898.43	0.00		2,420.00	11,408.60		0.00	0.00		
<b>TOTAL ASSETS</b>	<b>5,451,661.57</b>	<b>1,320,457.28</b>	<b>2,916,592.40</b>	<b>318,381.82</b>	<b>4,935.77</b>	<b>48,853.69</b>	<b>498,260.61</b>	<b>3,098,177.72</b>	<b>19,208,186.21</b>	<b>30,173,086.47</b>	<b>29,980,121.35</b>
<b>LIABILITIES:</b>											
Accounts Payable	172,397.49	31,819.32	850.77		0.00		37,257.11	437.55		242,762.24	76,625.17
Unearned Revenue	827,786.18	10,377.00			0.00					838,163.18	693,826.38
OPEB Payable	135,788.00									135,788.00	129,703.00
Compensated Absences Payable	533,079.48	1,655.34								534,734.82	501,869.99
Funds Held in Trust for Others						48,853.69				48,853.69	37,145.84
Loans/Bonds Payable									0.00	0.00	3,615,394.81
Due to Other Funds	0.00	0.00	2,574,677.27		2,670.00	0.00		115,073.33			
<b>TOTAL LIABILITIES</b>	<b>1,669,051.15</b>	<b>43,851.66</b>	<b>2,575,528.04</b>	<b>0.00</b>	<b>2,670.00</b>	<b>48,853.69</b>	<b>37,257.11</b>	<b>115,510.88</b>	<b>0.00</b>	<b>1,800,301.93</b>	<b>5,054,565.19</b>
<b>NET ASSETS:</b>											
Unrestricted	3,782,610.42	1,276,605.62						2,310,571.03		7,369,787.07	8,120,036.33
Restricted or Designated			341,064.36	318,381.82	2,265.77		461,003.50	672,095.81		1,794,811.26	619,349.66
Invested in Plant			0.00						19,208,186.21	19,208,186.21	16,186,170.17
<b>TOTAL NET ASSETS</b>	<b>3,782,610.42</b>	<b>1,276,605.62</b>	<b>341,064.36</b>	<b>318,381.82</b>	<b>2,265.77</b>		<b>461,003.50</b>	<b>2,982,666.84</b>	<b>19,208,186.21</b>	<b>28,372,784.54</b>	<b>24,925,556.16</b>

## Current Unrestricted Funds

## CURRENT UNRESTRICTED FUNDS STATEMENT OF BUDGETED AND ACTUAL REVENUES &amp; EXPENSES FOR THE MONTH ENDED FEBRUARY 28, 2014

	BUDGET			ACTUAL			% REALIZED	BALANCE	
	BEGINNING ANNUAL BUDGET	PREVIOUS REVISED BUDGET	FEBRUARY ADJUSTMENTS	REVISED BUDGET	FEBRUARY	FY 2014 YTD ACTUAL	PRIOR YTD ACTUAL	YTD/REVISED BUDGET % REALIZED	BUDGET REMAINING (OVER)
<b>E&amp;G REVENUES:</b>									
Credit Tuition and Fees	4,426,963.00	4,427,243.00	0.00	4,427,243.00	-3,555.25	3,754,718.50	3,696,584.60	84.81%	672,524.50
Non-Credit Fees	155,000.00	330,000.00	0.00	330,000.00	21,027.57	280,938.52	123,039.56	85.13%	49,061.48
State Appropriations	7,012,489.00	7,010,354.00	0.00	7,010,354.00	346,922.36	4,671,401.71	4,649,481.70	66.64%	2,338,952.29
Grants and Contracts	20,875.00	45,875.00	0.00	45,875.00	0.00	33,875.02	46,800.43	73.84%	11,999.98
Private Gifts, Grants and Contracts	0.00	0.00	0.00	0.00	4,476.22	6,636.97	4,093.01	0.00%	(6,636.97)
Sales and Services	96,626.00	96,626.00	0.00	96,626.00	3,241.70	58,003.24	62,680.15	60.03%	38,622.76
Other Sources	36,594.00	36,594.00	0.00	36,594.00	1,104.59	8,775.89	34,386.69	23.98%	27,818.11
Transfers	61,325.00	43,075.00	-23,500.00	19,575.00	0.00	0.00	98.24	0.00%	19,575.00
<b>TOTAL E &amp; G REVENUES</b>	<b>11,809,872.00</b>	<b>11,989,767.00</b>	<b>-23,500.00</b>	<b>11,966,267.00</b>	<b>373,217.19</b>	<b>8,814,349.85</b>	<b>8,617,164.38</b>	<b>73.66%</b>	<b>3,151,917.15</b>
<b>AUXILIARY SERVICES REVENUES:</b>									
Conference Center Rentals	115,000.00	115,000.00	0.00	115,000.00	8,898.00	71,846.25	82,735.13	62.48%	43,153.75
Catering/ Food Service	310,000.00	310,000.00	0.00	310,000.00	17,317.61	171,884.44	230,801.99	55.45%	138,115.56
City of El Dorado	45,000.00	45,000.00	0.00	45,000.00	0.00	0.00	42,352.40	0.00%	45,000.00
Vending Income	8,500.00	8,500.00	0.00	8,500.00	745.50	5,812.54	6,436.80	68.38%	2,687.46
Bookstore Sales	1,746,199.00	1,746,199.00	0.00	1,746,199.00	12,732.73	1,284,067.55	1,334,556.24	73.54%	462,131.45
Rental Property	0.00	2,800.00	0.00	2,800.00	300.00	2,400.00	2,400.00	0.00%	400.00
Other	2,825.00	2,825.00	0.00	2,825.00	0.00	0.00	0.00	0.00%	2,825.00
Transfers	263,794.00	267,219.16	0.00	267,219.16	0.00	0.00	0.00	0.00%	267,219.16
Edie Village	0.00	1,330.74	0.00	1,330.74	407.36	2,252.43	0.00	0.00%	(921.69)
<b>TOTAL AUXILIARY REVENUES</b>	<b>2,491,318.00</b>	<b>2,498,873.90</b>	<b>0.00</b>	<b>2,498,873.90</b>	<b>40,401.20</b>	<b>1,538,263.21</b>	<b>1,699,282.56</b>	<b>61.56%</b>	<b>961,532.38</b>
<b>TOTAL CURRENT UNRESTRICTED REVENUES</b>	<b>14,301,190.00</b>	<b>14,488,640.90</b>	<b>-23,500.00</b>	<b>14,465,140.90</b>	<b>413,618.39</b>	<b>10,352,613.06</b>	<b>10,316,446.94</b>	<b>71.57%</b>	<b>4,113,449.53</b>
<b>E&amp;G EXPENSES</b>									
Salaries - Faculty	2,883,681.00	2,906,367.85	0.00	2,906,367.85	243,493.39	1,874,388.54	1,724,801.92	64.49%	1,031,979.31
Salaries - Professional Staff	1,877,243.00	1,914,356.50	0.00	1,914,356.50	159,144.87	1,266,266.36	1,218,516.08	66.15%	648,090.14
Salaries - Classified Staff	1,132,242.00	1,154,477.50	0.00	1,154,477.50	92,768.20	715,613.02	728,406.25	61.99%	438,864.48
Salaries - Extra Help	206,313.00	213,745.50	-2,800.00	210,945.50	18,463.78	158,222.40	118,919.71	75.01%	52,723.10
Salaries - Student Labor	18,570.00	26,507.00	2,800.00	29,307.00	1,830.64	11,012.80	23,350.48	37.58%	18,294.20
Fringe Benefits	2,091,497.00	2,112,124.81	0.00	2,112,124.81	182,005.41	1,335,371.92	1,278,639.97	63.22%	776,752.89
Travel - Administrative	45,309.00	46,310.00	288.00	46,598.00	1,363.68	17,886.71	18,807.81	38.39%	28,711.29
Travel - Professional Development	126,944.00	126,944.00	0.00	126,944.00	8,558.29	69,628.08	55,722.78	54.85%	57,315.92
Travel - Instructional/Clinical	19,198.00	19,198.00	0.00	19,198.00	432.18	323.73	6,020.24	1.69%	18,874.27
Travel - Students	19,320.00	19,320.00	0.00	19,320.00	640.00	6,147.14	9,619.97	31.82%	13,172.86
Supplies	1,931,569.00	2,100,449.00	-1,800.00	2,098,649.00	79,504.01	1,344,093.40	972,671.59	64.05%	754,555.60
Utilities	365,000.00	422,000.00	0.00	422,000.00	39,974.81	315,932.51	284,729.73	74.87%	106,067.49
Low Value Capital Outlay	34,155.00	34,155.00	1,800.00	35,955.00	0.00	0.00	61,942.22	0.00%	35,955.00
Capital Outlay	92,224.00	94,224.00	0.00	94,224.00	1,117.29	60,017.38	3,243.83	63.70%	34,206.62
Scholarships & Awards	240,800.00	240,800.00	0.00	240,800.00	108,587.80	232,518.55	228,549.30	96.56%	8,281.45
Contingency	298,674.00	123,229.68	-23,788.00	99,441.68	0.00	0.00	0.00	0.00%	99,441.68
Mandatory Transfers	58,339.00	58,339.00	0.00	58,339.00	0.00	29,294.00	29,294.00	50.21%	29,045.00

Non-Mandatory Transfers	368,794.00	377,219.16	0.00	377,219.16	2,361.53	4,496.43	4,297.58	1.19%	372,722.73
<b>TOTAL E &amp; G EXPENDITURES</b>	<b>11,809,872.00</b>	<b>11,989,767.00</b>	<b>-23,500.00</b>	<b>11,966,267.00</b>	<b>940,245.88</b>	<b>7,441,212.97</b>	<b>6,767,533.46</b>	<b>62.18%</b>	<b>4,525,054.03</b>

## SOUTH ARKANSAS COMMUNITY COLLEGE CURRENT UNRESTRICTED FUNDS STATEMENT OF BUDGETED AND ACTUAL REVENUES &amp; EXPENSES FOR THE MONTH ENDED FEBRUARY 28, 2014

	BUDGET				ACTUAL			% REALIZED	BALANCE
	BEGINNING ANNUAL BUDGET	PREVIOUS REVISED BUDGET	FEBRUARY ADJUSTMENTS	REVISED BUDGET	FEBRUARY	FY 2014 YTD ACTUAL	PRIOR YTD ACTUAL	YTD/REVISED BUDGET % REALIZED	BUDGET REMAINING (OVER)
<b>AUXILIARY EXPENDITURES</b>									
<u>Bookstore</u>									
Salaries - Professional Staff	6,627.00	6,757.50	18,250.00	25,007.50	3,637.70	10,478.29	4,348.08	41.90%	14,529.21
Salaries - Classified Staff	35,568.00	21,279.50	0.00	21,279.50	1,073.88	14,312.69	27,334.87	67.26%	6,966.81
Salaries - Extra Help	10,000.00	25,000.00	-2,500.00	22,500.00	1,423.75	17,364.68	8,964.69	77.18%	5,135.32
Salaries - Student Labor	0.00	0.00	16,000.00	16,000.00	0.00	0.00	0.00	0.00%	16,000.00
Fringe Benefits	22,068.00	22,267.00	0.00	22,267.00	1,707.91	11,238.11	15,230.91	50.47%	11,028.89
Travel - Administrative	1,000.00	1,000.00	0.00	1,000.00	0.00	44.52	289.00	0.00%	955.48
Travel - Professional Development	3,000.00	3,000.00	0.00	3,000.00	0.00	850.00	0.00	0.00%	2,150.00
Supplies	16,000.00	26,000.00	10,000.00	36,000.00	2,816.02	30,944.15	13,689.31	85.96%	5,055.85
Cost of Goods Sold	1,596,936.00	1,596,936.00	0.00	1,596,936.00	74,278.77	1,089,045.65	1,022,372.59	68.20%	507,890.35
Small Equipment	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
<u>Student Activities</u>									
Salaries - Student Labor	1,500.00	1,500.00	0.00	1,500.00	0.00	0.00	0.00	0.00%	1,500.00
Travel - Students	11,000.00	11,000.00	0.00	11,000.00	0.00	1,294.90	7,684.40	11.77%	9,705.10
Supplies and Promotional Items	5,700.00	5,700.00	0.00	5,700.00	809.37	7,918.44	5,120.52	138.92%	(2,218.44)
Other Student Activities	17,800.00	17,800.00	0.00	17,800.00	413.35	6,732.19	0.00	37.82%	11,067.81
<u>Conference Center</u>									
Salaries - Professional Staff	51,939.00	52,978.00	0.00	52,978.00	4,250.00	34,000.01	33,292.80	64.18%	18,977.99
Salaries - Classified Staff	44,376.00	45,264.12	0.00	45,264.12	4,571.99	33,394.65	38,730.79	73.78%	11,869.47
Salaries - Extra Help	27,000.00	27,000.00	0.00	27,000.00	100.00	100.00	0.00	0.37%	26,900.00
Fringe Benefits	45,679.00	46,137.04	0.00	46,137.04	3,536.53	27,410.69	28,671.41	59.41%	18,726.35
Travel - Administrative	1,000.00	1,000.00	0.00	1,000.00	51.30	51.30	926.37	5.13%	948.70
Travel - Professional Development	2,500.00	2,500.00	0.00	2,500.00	0.00	0.00	0.00	0.00%	2,500.00
Supplies	81,100.00	81,099.00	0.00	81,099.00	3,338.27	59,414.38	113,996.33	73.26%	21,684.62
Insurance	15,000.00	15,000.00	0.00	15,000.00	0.00	0.00	0.00	0.00%	15,000.00
Utilities	84,200.00	84,200.00	0.00	84,200.00	6,169.46	54,959.65	0.00	65.27%	29,240.35
Equipment	10,000.00	10,000.00		10,000.00	0.00	0.00		0.00%	10,000.00
<u>Conference Center - Café</u>					0.00				
Supplies	105,000.00	100,000.00	0.00	100,000.00	13,204.34	70,033.84	73,732.12	70.03%	29,966.16
<u>Conference Center-Catering</u>									
Supplies	230,000.00	230,000.00	0.00	230,000.00	16,415.02	131,609.96	149,307.01	57.22%	98,390.04
Rental Expense		2,800.00	0.00	2,800.00	0.00	0.00	0.00	0.00%	2,800.00
Edie's Village	0.00	1,330.74	0.00	1,330.74	398.49	1,388.67		0.00%	(57.93)
Transfers to E&G	61,325.00	61,325.00	-41,750.00	19,575.00	0.00	0.00	0.00	0.00%	19,575.00
<b>TOTAL AUXILIARY EXPENDITURES</b>	<b>2,491,318.00</b>	<b>2,498,873.90</b>	<b>0.00</b>	<b>2,498,873.90</b>	<b>138,196.15</b>	<b>1,602,586.77</b>	<b>1,543,691.20</b>	<b>64.13%</b>	<b>896,287.13</b>
<b>TOTAL EXPENDITURES</b>	<b>14,301,190.00</b>	<b>14,488,640.90</b>	<b>-23,500.00</b>	<b>14,465,140.90</b>	<b>1,078,442.03</b>	<b>9,043,799.74</b>	<b>8,311,224.66</b>	<b>62.52%</b>	<b>5,421,341.16</b>
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-664,823.64</b>	<b>1,308,813.32</b>	<b>2,005,222.28</b>		

**Plant Funds and Year to Date Activity**

PLANT FUNDS BUDGET AND YEAR-TO-DATE ACTIVITY FOR THE MONTH ENDED FEBRUARY 28, 2014

	Original Budget July 1, 2013	2013-2014		BUDGET BALANCE		
		BUDGET	YTD ACTIVITY	Cash	State Treasury	Total
<b>BEGINNING FUND BALANCE</b>	\$3,022,692.43	\$2,972,454.04		\$2,972,454.04	\$-	\$2,972,454.04
<b>INCOME AND OTHER FUNDING SOURCES</b>						
State Appropriation		352,500.00	352,500.00		352,500.00	352,500.00
ARNC Funding		8,288.00	10,888.00		8,287.50	8,287.50
Interest Income-Millage Funds		151.23	116.71	116.71	-	116.71
<b>TOTAL REVENUES</b>		\$360,939.23	\$363,504.71	\$2,972,570.75	\$360,787.50	\$3,333,358.25
<b>TOTAL AVAILABLE FUNDS</b>		\$3,333,393.27				
<b>PROJECT EXPENDITURES</b>						
Property Purchases	\$ 250,000.00	\$39,525.00	\$-	\$39,525.00	-	\$39,525.00
Property Appraisals		475.00	475.00	0.00	-	0.00
429 West Wesson		3,500.00		3,500.00	-	3,500.00
421 West Wesson		20,000.00		20,000.00	-	20,000.00
Library	17,775.63	-	(447.54)	447.54	-	447.54
Gym - Window Repairs	15,000.00	15,000.00	12,644.99	2,355.01	-	2,355.01
Administration Building Renovation	13,107.95	13,107.95		13,107.95	-	13,107.95
314 Summit Property Maintenance	11,971.14	11,971.14	1,882.64	10,088.50	-	10,088.50
311 B West Cedar - Maintenance	5,900.00	5,900.00	5,892.58	7.42	-	7.42
Window Repairs	4,493.60	4,493.60	2,847.42	1,646.18	-	1,646.18
Architect Fees	45,571.25	45,571.25	14,180.86	31,390.39	-	31,390.39
BW Bldg renovation supplies	30,000.00	30,000.00		30,000.00	-	30,000.00
Property Purchases - 421 Southwest Ave		210,000.00	200,708.00	9,292.00	-	9,292.00
Parking/Sidewalks	250,000.00	250,000.00	167,576.76	82,423.24	-	82,423.24
State Appropriation GIF J28		102,500.00	4,975.04	0.00	97,524.96	97,524.96
Emergency Communication System	75,000.00	80,264.04	75,289.00	4,975.04	-	4,975.04
McGehee/Library/BD Room Furnishing	14,751.60	41,009.26	41,009.26	0.00	-	0.00
Furnishings Library/Board Room	9,264.32	9,264.32	5,707.88	3,556.44	-	3,556.44
305 Cedar House Renovation	13,904.86	13,904.86	11,632.67	2,272.19	-	2,272.19
309 Cedar House Renovation	15,484.25	15,484.25	4,382.59	11,101.66	-	11,101.66
Parking Lot/ Architect Fees	15,000.00	15,000.00	2,042.50	12,957.50	-	12,957.50
EC Drainage Project	25,000.00	25,000.00		25,000.00	-	25,000.00
Maint Building Renovation supplies	29,153.70	29,153.70	23,533.99	5,619.71	-	5,619.71
McWilliams Bldg Renovation	846.30	9,134.30	19,701.00	(10,566.70)	-	(10,566.70)
Administration Building Duct Cleaning		5,380.00	5,810.95	(430.95)	-	(430.95)
FY 14 New Projects		276,302.73		276,302.73	-	276,302.73
<b>TOTAL ALLOCATED</b>	\$842,224.60	\$1,271,941.40	\$599,845.59	\$574,570.85	\$97,524.96	\$672,095.81

**UNALLOCATED**

Millage (Pre 10-1-2009)	433,190.10	434,960.91	-	434,960.91	-	434,960.91
State Appropriation GIF J29		250,000.00	-	0.00	250,000.00	250,000.00
Cash	1,747,277.73	1,652,793.69	-	1,652,793.69	-	1,652,793.69
FY 14 New Projects		(276,302.73)	-	(276,302.73)	-	(276,302.73)
<b>TOTAL UNALLOCATED</b>	\$2,180,467.83	\$2,061,451.87	-	\$1,811,451.87	\$250,000.00	\$2,061,451.87
<b>TOTAL FUNDS BUDGETED</b>	\$3,022,692.43	\$3,333,393.27	\$599,845.59	\$2,386,022.72	\$347,524.96	\$2,733,547.68

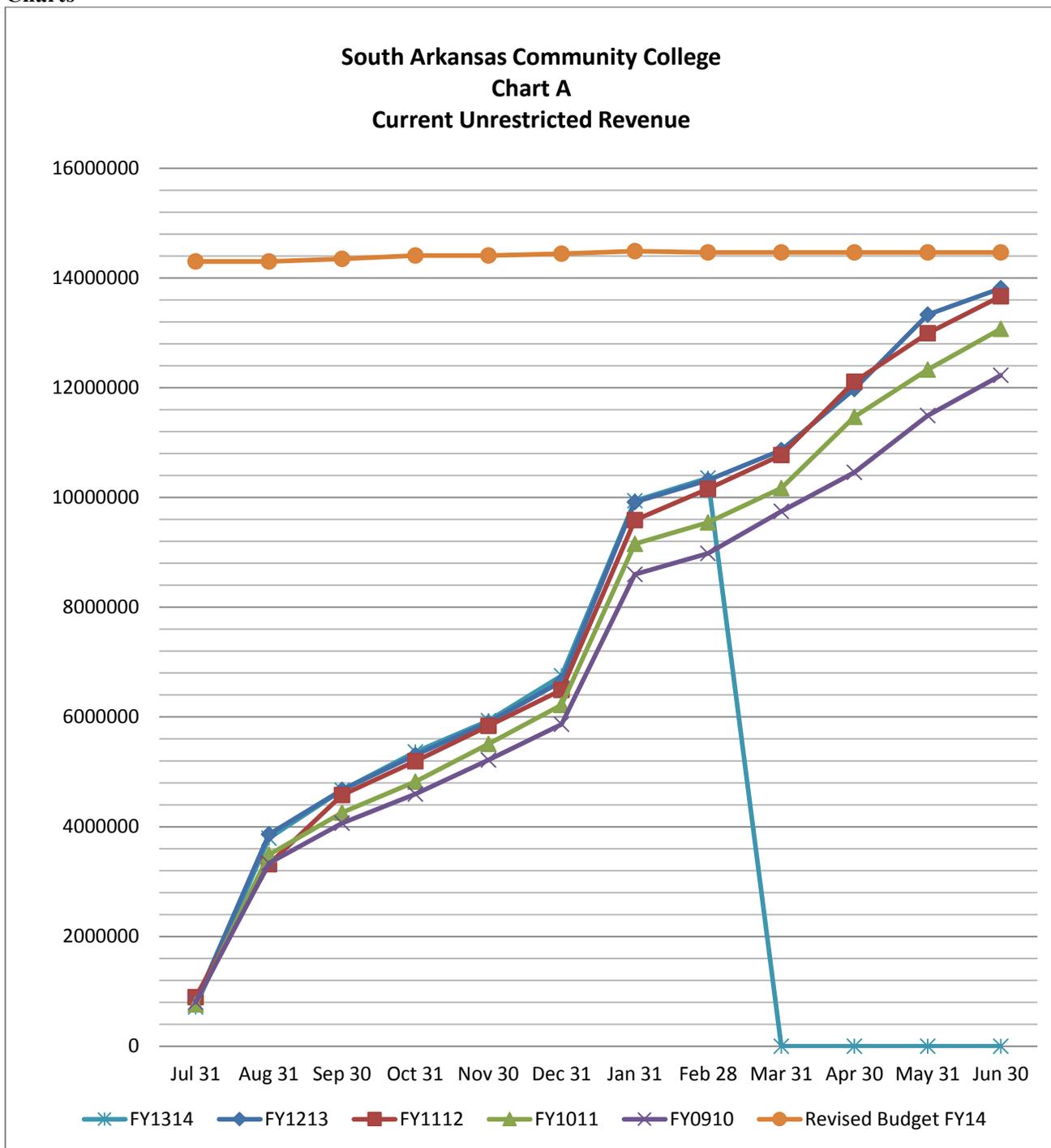
**EXCESS REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)**

\$(236,340.88)

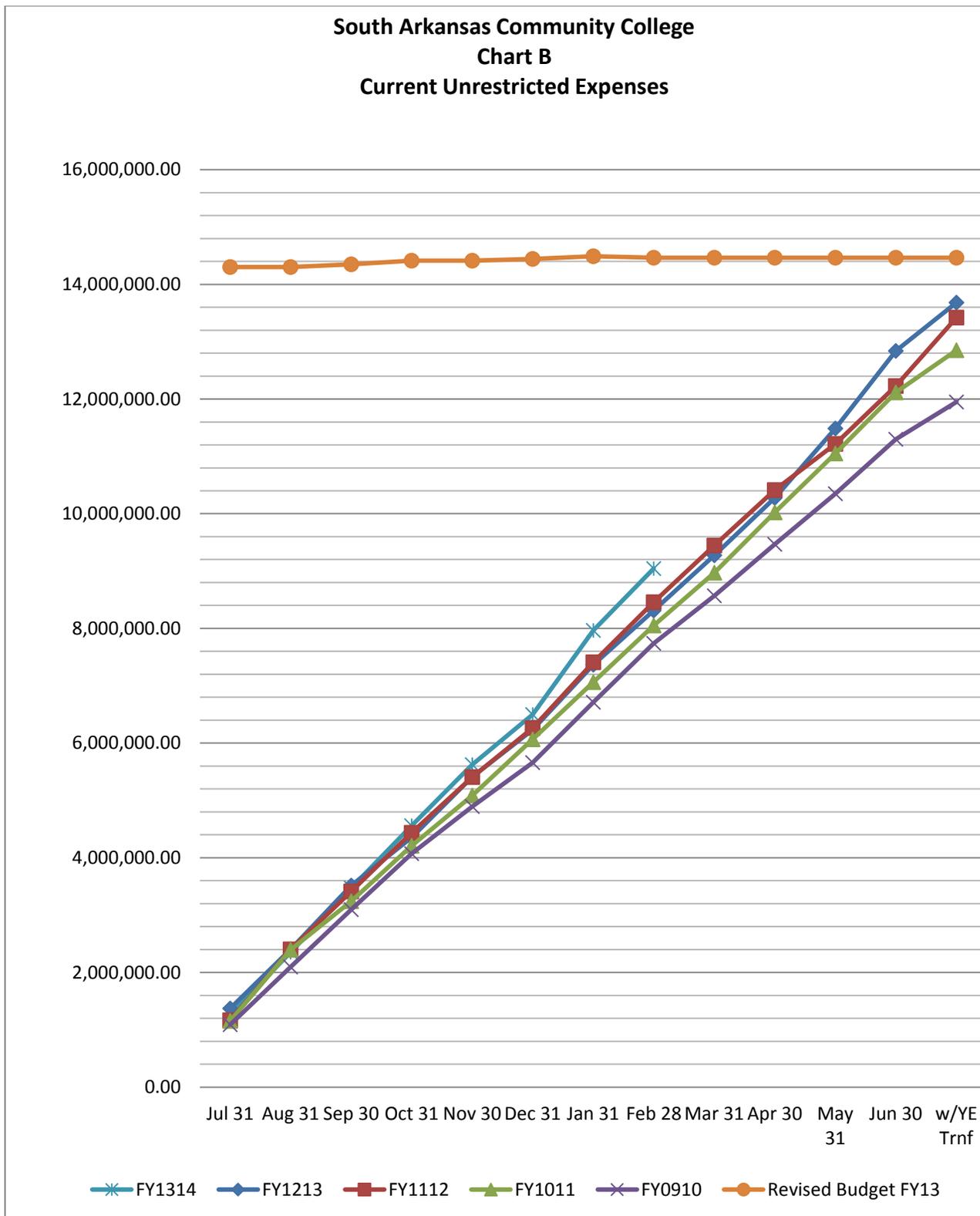
Projects Reconciled to Cash

Total Budget Balance	\$2,386,022.72	\$347,524.96	\$2,733,547.68
Due to Other Funds	117,673.33		117,673.33
Cash & Cash Equivalents	\$2,503,696.05	\$347,524.96	\$2,851,221.01

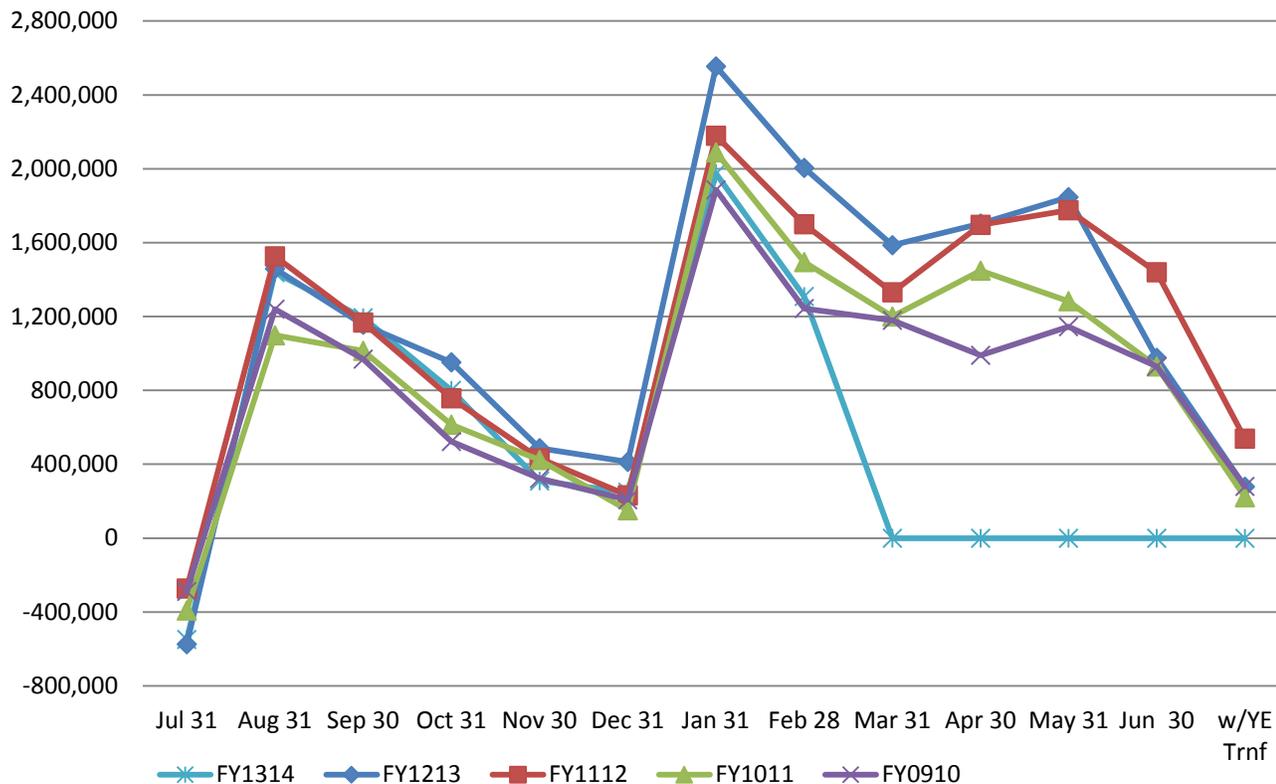
Charts

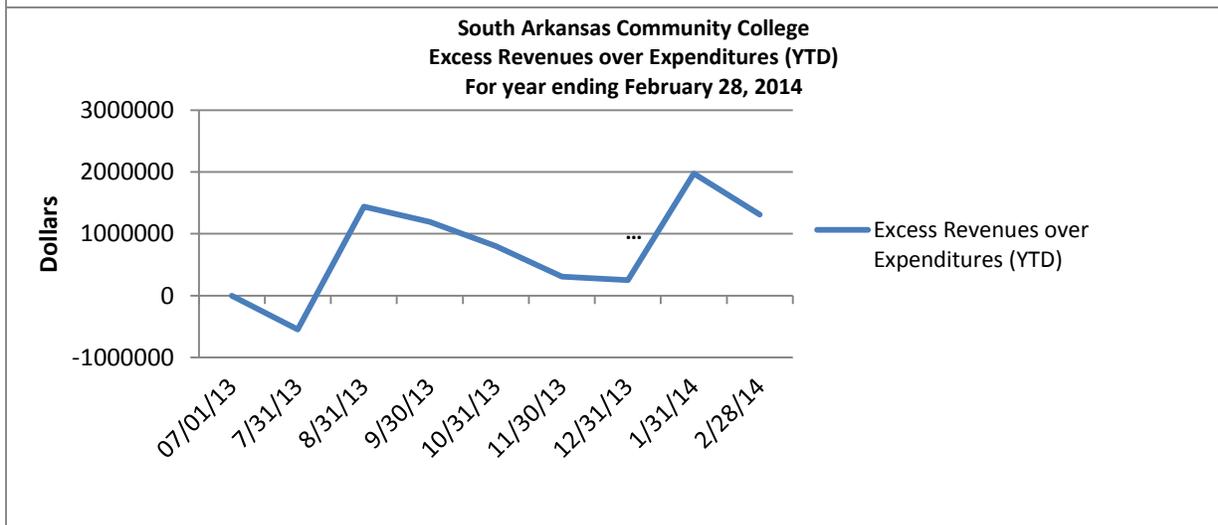
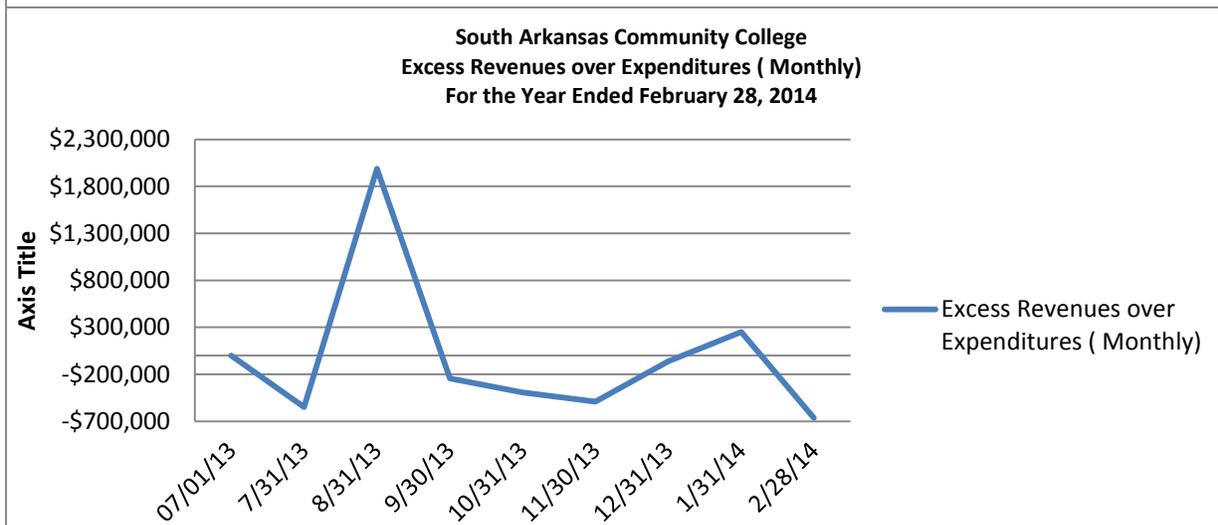
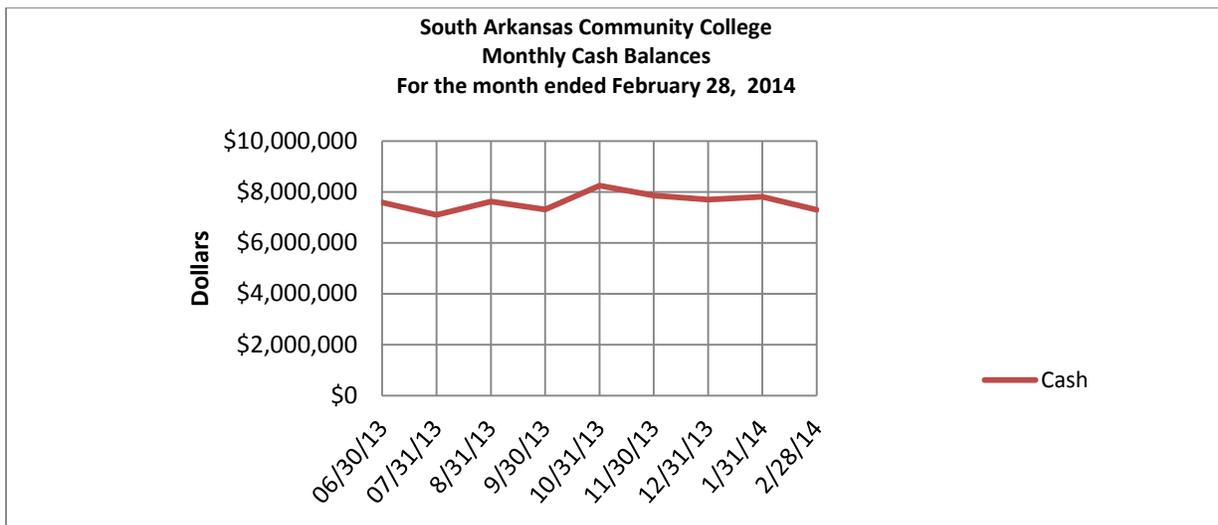


**South Arkansas Community College  
Chart B  
Current Unrestricted Expenses**



## South Arkansas Community College Chart C Current Unrestricted Change in Net Assets





## **VIII. PRESIDENT'S REPORT**

**ADMINISTRATIVE REPORTS**

**VP of Fiscal Affairs**

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES AND DR. BARBARA JONES, PRESIDENT  
**FROM:** LATHAN HAIRSTON VICE PRESIDENT FOR FISCAL AFFAIRS  
**SUBJECT:** BOARD OF TRUSTEES REPORT  
**DATE:** MARCH 18, 2014  
**CC:** SUSAN JORDAN

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1. The Human Resource Department is planning the Employee Recognition Awards on May 8, 2014. The College recognizes an outstanding classified employee and professional staff employee including an outstanding faculty member from each of the three divisions.
2. The College is in the process of developing its 2014-15 educational and general operating budget. Departments/units have been requested to submit a justification for new and/or additional funds and to align their request to a strategic initiative. Budget hearings with departments have started and offer budget managers an opportunity to explain their needs and plans for the upcoming year. Additionally, the budget hearings often provide an occasion for the managers to understand the challenges of allocating limited funds.
3. Work on the parking lot has resumed as the result of some modifications we have negotiated in the agreement with the contractor. I believe this parking lot, along with the planned landscaping and lighting, will much improve the development of our campus.
4. The College and the contractor have executed the construction agreement for Heritage Plaza. The Notice to Proceed is for Monday, March 17, 2014. The College has conducted its pre- construction conference scheduled with the contractor.
5. The College has provided a Letter of Intent to the Town House Restaurant Managers offering to lease the restaurant building up to six months. This should provide reasonable time for the managers of the restaurant time to relocate. The lease agreement will have to be through the Arkansas Building Authority. The foreseeable plans for this property is overflow parking.

**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES AND DR. BARBARA JONES, PRESIDENT  
**FROM:** VALERIANO CANTÚ VICE PRESIDENT FOR LEARNING  
**SUBJECT:** BOARD OF TRUSTEES REPORT  
**DATE:** MARCH 18, 2014  
**CC:** SUSAN JORDAN

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1. Matthew Connor, Biology Professor, traveled to north Central Arkansas recently to present an Arkansas Mammal training workshop to the North Central Arkansas Master Naturalists at Bull Shoals-White River State Park.
2. The Arkansas Department of Career Education, Adult Education Division has determined the amount of state funding for adult education programs for the 2014-2015 program year. We are pleased to report that our program has received a \$30,058.89 increase in GAE (General Adult Education) funds.
3. Dr. Parks and 10 PTA students attended the American Physical Therapy Association's National Conference with over 10,000 physical therapy professionals from around the nation. The conference and meetings focused on exceptional programming, networking opportunities, and an exhibit hall filled with Physical Therapy products and services.
4. The Arkansas Division of Medical Services- Office of Long Term Care has reviewed, evaluated and approved SouthArk's application for Nursing Assistant Training Program as meeting federal and state regulatory requirements. The program is approved for 144 classroom/lab hours and 40 clinical hours of instruction. This renewal is valid until 1/17/2016.
5. The PACE (Path to Accelerated Completion and Employment) grant has afforded the reading and writing instructors in our Basic Studies program the opportunity to redesign these courses to make them more efficient and more effective. Gayle Norman, our Basic Studies reading coordinator, and Carol Mitchell, our Basic Studies writing coordinator, have been working together closely to combine reading and writing instruction so as to accelerate students through their studies and prepare them quickly for college-level course work. They are currently experimenting with this new approach in two sections and plan to expand it throughout the Basic Studies curriculum next fall.
6. The Faculty Course Assessment Committee is working diligently to develop and test a rubric with which they can evaluate course and program assessment reports in the college's on-going efforts to improve the teaching/learning process. They have agreed on a first draft of the rubric and will begin using it in the near future to do some trial evaluations before finalizing the instrument for across-the-board use.

**VP of Student Services**

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**MEMORANDUM**

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**FROM:** DR. JIM BULLOCK, VPSS  
**SUBJECT:** MARCH BOARD OF TRUSTEES –STUDENT SERVICES DIVISION REPORT  
**DATE:** 3/6//2014  
**CC:** SUSAN JORDAN

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The Vice President for 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**. Reports below from various departments of the division will note, as applicable, how they relate to the strategic plan.

**1. Financial Aid**

- Made 12 Pell awards totaling \$16,096.00
- Received 79 FAFSA records (some duplication)
- Made 42 student loan awards totaling \$ 118,631.00
- Received 118 student loan records (some duplication) totaling \$171,722.00
- Certified 7 VA Education Student files
- Placed 4 new work study students (42 total)
- Received 39 UCSPSF applications
- Provided financial aid/FAFSA workshops at SouthArk, Hermitage High School, and Lakeside High School in Lake Village

**2. Enrollment Services**

- On February 25, a team consisting of SouthArk administration and staff from Academics as well as Student Services met on campus with representatives from the El Dorado School District and El Dorado High School to make plans for a continued **partnership** between SouthArk and EHS to provide courses for concurrent credit. One goal of this partnership is to solidify and expand current offerings, including all courses required for students to fulfill the requirements of the Certificate of General Studies by the time they graduate from high school.
- On February 27, in an ongoing effort to **communicate** with and **engage** students, Enrollment Services presented the spring Student Forum. This event, which occurs every semester, is attended by students, faculty, staff, and administration and provides students an opportunity to voice opinions and ask questions about matters of concern to them.

**3. Carl Perkins Grant Program**

Carl Perkins staff, in cooperation with members of the faculty and the Student Services Division, coordinated and hosted a “Dress for **Success** with Less Fashion Show” during the noon hour in the Bistro on February 17. Students from the business program modeled professional attire from the Salvation Army Family Store, Goodwill, and the PBL Clothes Closet to demonstrate that dressing professionally need not cost a fortune.

**4. Counseling and Advising Services**

Over 40 students in February attended informational sessions to create a Health Sciences Organization for students pursuing careers in the health sciences. Advisor Lacey Carnahan is the advisor.

**Chief Information Officer**

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**MEMORANDUM**

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**TO:** DR. BARBARA JONES, PRESIDENT  
**FROM:** DR. TIM KIRK, CHIEF INFORMATION OFFICER  
**SUBJECT:** BOARD REPORT  
**DATE:** MARCH 18, 2014  
**CC:** MS. SUSAN JORDAN

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**1. Enterprise Resource Planning (ERP) upgrade**

After completing its contract review, the College has signed a contract with Jenzabar to upgrade the POISE administrative software suite to the Jenzabar EX application suite. Following several preliminary technical discussions, we are in the process of installing the required servers to support the Jenzabar EX application suite. A formal project kickoff meeting is scheduled for Thursday (03/20/2014).

**2. Emergency Notification**

Emergency alert beacons have been installed and tested in sixty-one (61) interior locations on the two SouthArk campuses; exterior public address speakers at five (5) locations. These are controlled from a central computer that selectively activate any or all of the devices from a web browser. For clarity, the exterior speakers are driven by digital text-to-speech modules and announce the messages displayed on its paired interior beacon's display.

The Office of Information Technology is rolling out software that will permit the system to display alert messages on desktop computers across campus. Staff are scheduled for a series of technical and training webinars to receive alerts from the National Weather Service (NOAA) system and to send alerts via our Blackboard Connect mass text/calling solution.

**3. Computer Upgrades**

In addition to the alert software described above, the College has acquired and is implementing a centralized anti-malware solution that will facilitate efforts to keep protection current and will permit routine reporting of compromised workstations. The College had previously adopted a similar standard for its anti-viral solution. Efforts to migrate all workstations from Windows XP to Windows 7 are ongoing and the College is on track to complete this transition prior to Microsoft ceasing to patch the XP software.

**4. Technology work orders**

In February 321 work orders were opened and 308 were closed. At the close of business on Thursday (03/13/2014) 115 work orders remained open, including some stemming from the 135 work orders opened in March thus far (133 work orders have been closed in March).

**Chief Institutional Effectiveness and Advancement Officer**

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES AND DR. BARBARA JONES, PRESIDENT  
**FROM:** STEPHANIE TULLY-DARTEZ, CHIEF INSTITUTIONAL EFFECTIVENESS & ADVANCEMENT OFFICER  
**SUBJECT:** BOARD OF TRUSTEES REPORT  
**DATE:** MARCH 18, 2014  
**CC:** SUSAN JORDAN

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1. SouthArk initiated its first Twitter advertising campaign at the end of February. This social media trend has been slow to advance in the region but two hours after the launch of the ad, SouthArk had received 9 new followers. As of early March, SouthArk has around 300 students which is the average for an Arkansas two year college. The number of followers continues to grow and the ad will continue through the month.
2. In January- A total of 28 items were published in service area newspapers. [El Dorado News-Times, the South Arkansas Leader, the Ashley County Ledger (Hamburg), The Ashley News Observer (Crossett), the Eagle Democrat (Warren), the Camden News, the Farmerville (La.) Gazette, the Sunday News (south Arkansas) and the Banner-News (Magnolia)]

A total of 15 items were submitted to seven area print-media outlets including the official service area and beyond.

3. Website Statistics:

	SouthArk Website Visits	
February 2014	47,187	75.1% were return visits
January 2014	54,111	71.3% were return visits

**Director of Foundation and External Funding**

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**MEMORANDUM**

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**TO:** DR. BARBARA JONES, PRESIDENT  
**FROM:** CYNTHIA REYNA, FOUNDATION DIRECTOR  
**SUBJECT:** BOARD REPORT  
**DATE:** MARCH 18, 2014  
**CC:** MS. SUSAN JORDAN

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1. **Heritage Plaza *Buy a Brick*** campaign continues, \$100/brick.
2. **Save the Date:**
  - An Evening with the Stars, Friday, May 2, 2014. Tickets, \$125/person.
  - Foundation Donor/Scholar Luncheon, Tuesday, April 22, at noon in the El Dorado Conference Center. Invitations have been sent via Constant Contact email. Please respond by due date if you will attend.
3. **Annual Employee Recognition Brunch** - Serving on the planning committee. The Foundation is funding the breakfast. To be held in May.
4. **Entergy** grant for Heritage Plaza submitted for \$25,000.

**ADDITIONAL PRESIDENTIAL ANNOUNCEMENTS**

**IX. EXECUTIVE SESSION**

**X. ANNOUNCEMENTS/ UPCOMING EVENTS**

<b>SouthArk Coming Events</b>			
<b>Date</b>	<b>Description</b>	<b>Location</b>	<b>Time</b>
March 14	Campus Conversations	East Campus	8:30 a.m.
March 15	SouthArk Upward Bound Gospel Fest	ECC, Murphy 1&2	6:00 p.m.
March 18	Board Meeting	Adm. Board Rm	3:45 p.m.
March 20	SouthArk Spring Fling	ECC, South Lawn	11:00 a.m.
March 24-28	Spring Break		
March 28	School Closed		
March 26	Foundation Board Meeting	ECC breakout room	Noon
April 1	Invisible Wounds/SouthArk College, The Veterans Adm., Project South	ECC breakout rooms	5:30 p.m.
April 4	SouthArk Phi Theta Kappa Honor Society	ECC, Murphy Hall 1	6:00 p.m.
April 15	Board Meeting	East Campus	3:45 p.m.
April 17	SouthArk Lecture Series	ECC, Murphy Hall 1&2	7:00 p.m.
April 18	Arboretum Board Meeting	TEC 229	8:00 a.m.
April 18	SouthArk Student Recognition Ceremony	Murphy Hall 3	6:00 p.m.
April 24	SouthArk Students in Recital	ECC Atrium	11:00 a.m.
April 25	Relay for Life	Parkers Chapel Athletic Field	
April 27	SouthArk Writers Ink Awards	Murphy Hall 3	2:00 p.m.
April 28	SouthArk Certified Nurse Assistant Pinning	Murphy Hall 1	5:00 p.m.
May 2	Evening with the STARS	ECC	5:00 p.m.
May 8	Employee Recognition Ceremony & Brunch	Murphy Hall 1&2	10:30 a.m.
May 9	Spring Commencement	ECC	7:00 p.m.

**XI. ADJOURNMENT**