

**South Arkansas Community College
Minutes of the Board of Trustees Meeting
Administration Building Board Room
May 20, 2014**

Trustees present: Steve Cameron, Steve Cousins, Veronica Creer, Vicki de Yampert, Gary Griffis and Charlie Thomas

Absent: Patty Cardin, Dr. Marc Parnell, and David Ross

Staff present: Dr. Belinda Aaron, Barry Bagwell, Phil Ballard, Art Brown, Dr. Jim Bullock, Dr. Val Cantú, Bruce Hankins, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Doyle Manis, Jamie McConathy, Graham Peterson, Cynthia Reyna, Becky Riggs, Jim Roomsburg, Dr. Stephanie Tully-Dartez and Heath Waldrop

Others Present: Brad Brown, Ryan Roton (students) and Sherelle Black (El Dorado News-Times)

- I. **Call to Order** – Mr. Steve Cousins, chair, called the meeting to order at 3:47 p.m.

- II. **Recognitions and Awards** – Dr. Jones acknowledged the following:
Secondary Career students participated in the 2014 Ford AAA Arkansas State Competition. Brad Brown from Junction City Schools and Ryan Roton from El Dorado High School won overall state champions. They will travel to Detroit, Michigan in June to compete at the national level. Dr. Jones recognized their instructors Doyle Manis and Karsten Tidwell for their hard work, and also recognized Teague Auto Group for donating a car for the students to practice techniques before competition.

- III. **Approval of Regular Meeting Minutes** – April 15, 2014. Thomas/Creer. Board approved.

- IV. **Approval of Consent Agenda** – Mr. Cousins
 - A. Personnel Report – Dr. Jones
 - New Employees:

Dakota Dawson	Fiscal Support Specialist – Bookstore	04.28.14
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 - Promotions/Transfers/Organizational Changes:

Kevia Clemons	to Advisor/Recruiter TAACCCT Grant	05.12.14
James Young	from Recruitment and Student Activities Specialist	
	to Electronics Instructor 30% TAACCCT Grant/ Secondary Center Director 70%	
Allison Dolden	to Fiscal Support Specialist – Purchasing	05.01.14
	from Fiscal Support Specialist – Bookstore	
 - Resignations/Retirements/Terminations:

Thomas Johnson	Library Technician	04.10.14
Sandra Pugh	Director/Professor Occupational Therapy	05.31.14
	Assistant Program	
Annelysa Reynolds	Administrative Specialist II – Foundation	06.27.14
 - B. Monitoring Reports
 - Policy # 4 – Financial Planning/Budgeting
 - Policy # 5 – Financial Condition and Activities
 - Policy # 7 – Asset Protection
 - Policy # 8 – Compensation and Benefits
 - Policy #28 – Community Servicede Yampert/Cameron. Board approved.
 - C. Annual Operating Budget – Committee Report
 - D. Validate Mission Statement – Cameron/de Yampert. Board approved.
 - E. Provisional Positions – Creer/de Yampert. Board approved.
 - F. 2014-2015 Holiday and Vacation Schedule – Cameron/Creer. Board approved.
 - G. Administrative Procedures Manual (APM) – deferred to June Board Meeting

- V. **Board Committee Reports**
 - A. Real Estate/Facilities Committee – Mr. Charlie Thomas – no report
 - B. Personnel/Planning Committee – no report

- C. Budget/Finance Committee – Mr. Steve Cameron presented the following recommendations:
 1. Committee recommended to approve the Annual Operating Budget as presented. Board approved.
 2. Recommendation from the Committee to approve a one-time merit bonus for classified staff. Board approved.
 3. Recommendation to renew the College’s operational contract for the Arboretum with the State Parks and Tourism. Board approved.
- D. Policy Governance Committee – Mr. Steve Cousins – no report

VI. **Chair’s Report** – Mr. Cousins

- A. The Board agreed/approved the request to reschedule June Board Meeting to Wednesday, June 25, 2014 at 3:45 p.m.
- B. The Board Retreat will be held on July 18, 2014 beginning at 8:00 a.m. Due to the conference center scheduling, the location was changed to Mr. Charlie Thomas’ house at Calion Lake.
- C. The Association of Community College Trustees (ACCT) 45th Annual Leadership Congress will be held October 22-25, 2014 in Chicago, IL. The Trustees were encouraged to attend.
- D. The Arkansas Association of Two-Year Colleges (AATYC) Annual Conference will be held October 12-14, 2014 in Hot Springs. Trustees were asked to save the date and plan to attend if possible.

VII. **Financial Services Report**

- A. Monthly Financial Reports (April 2014) – Mr. Bruce Hankins

April highlights included total unrestricted revenue of \$12,307,492.39 which was 85.08% of the total budget of \$14,465,140.90. Total unrestricted expense of \$10,977,263.92 was 78.89% of the total budget of \$14,465,140.90. Excess revenue over expense at April 30, 2014 was \$1,330,228.47. Total cash and investment at April 30, 2014 was \$8,236,129.10.

Unearned revenue of \$113,068.17 of Fall Tuition and Fees was recorded during the month of April from fall 2015 preregistrations. Accounts Receivable amounts are consistent with the previous year.

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

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

Vice President for Finance and Administration, Dr. Belinda Aaron:

1. Mr. Barry Bagwell, El Dorado Conference Center Director presented the quarterly update on the Conference Center. He noted that the Conference Center experienced a very busy period with 35 events during the month of April.
2. Construction & Grounds:
 - Heritage Plaza construction is on schedule.
 - Summit Street Parking Lot concrete work is complete.
 - Roof repair and painting complete at 421 W. Wesson.
3. Finance & Administration:
 - Legislative auditors’ field work for FY12-13 began in March and was completed in May. Arkansas Workforce Development audit was completed on May 1st.

Vice President for Learning, Dr. Val Cantu:

1. SouthArk participated in the Union County Relay for Life at Parkers Chapel stadium on Friday, April 25th. SouthArk exceeded their goal of \$1,000.
2. The Higher Learning Commission conducted a site visit on Friday, May 16th for two of our “additional locations” which included the Warren LPN, phlebotomy, certified nursing assistant programs)site as well as the MEMS (Metropolitan Emergency Medical Services) in Little Rock (paramedic program).
3. SouthArk signed a Memorandum of Understanding with SAU-Magnolia to start a 2+2 Honors program.
4. SouthArk administration met with Union County superintendents and principals last week to update them on SouthArk’s college and career readiness initiatives as well as determine concurrent credit
5. Spring Commencement was successful with the addition of the new Gonfalons. The spring commencement will be evaluated to determine improvement to accommodate the large number of attendees.

Vice President for Student Services, Dr. Jim Bullock:

1. The Career Pathways Initiative (CPI) grant program continues to assist economically-challenged students in achieving success. In the FY 2013, 49 of 59 (83%) of SouthArk CPI completers were employed. This was the highest “entered employment” percentage in the state. SouthArk’s FY 2012 job retention numbers showed that 88% of those students who entered employment were still employed 12 months later. The number of FY 2014 completers totals 38, of which 91.18% entered employment.
2. In regard to the Clery Act requirements (reporting crime statistics) the Counseling Services offered various workshops during the month of April to discourage crime on campus and the safety of our students.

Chief Information Officer, Dr. Tim Kirk:

1. Enterprise Resource Planning (ERP) upgrade (Jenzabar)
Progress continues on the Jenzabar project. IT staff have installed the initial software for this project.
2. Emergency Notification
 - A college-wide test of the emergency alert system was conducted on May 6th at 1:30 pm.
 - The system has been programmed to process National Oceanic and Atmospheric Administration (NOAA) weather alerts. The system has been programmed to connect the College’s mass text, email, and robocall software and can send messages via that system
 - The College is reviewing bids for installation of the parking lot emergency phones.

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

1. This year’s Girls Learning About Math and Science Conference (GLAMS) was very successful with the largest number in attendance yet. The event had nearly 250 girls participating from 16 schools in 7 counties and was a wonderful cooperative endeavor from the community.
2. HLC accreditation criteria committee met and SouthArk offered a very successful professional development opportunity in this area and in outcomes assessment.

Director of Institutional Advancement and Foundation, Cynthia Reyna:

1. The Heritage Plaza “Buy a Brick” campaign continues.
2. “An Evening with the Stars” was a very successful event. Expressed appreciation to all those who attended.
3. The Donor/Scholar Luncheon was held with about 75 attendees.
4. The Outdoor Expo will be held on Saturday, September 13. Sponsorship letters will be mailed in late May.

Dr. Barbara Jones:

- The 2014 Spirit of SouthArk Award was presented to Mr. Charlie Thomas at the spring commencement.
- The Vice President for Learning search is complete. Dr. Holly Ayers will officially begin as the new VPL on July 1.
- There will be a retirement reception for Dr. Val Cantú on Monday, June 23rd at 10:30 a.m. in the El Dorado Conference Center.
- The HLC Accreditation Criteria Committee met to begin the process of identifying resources for the assurance argument.
- SAU honors program: A MOU was signed and a committee to design this honors program at SouthArk was appointed. Dr. Bullock will lead this committee.
- Dr. Jones was selected to serve on the Higher Learning Commission Peer Reviewer Corps. She will attend training in the fall.

IX. **Executive Session** (if required)

X. **Announcements/Upcoming Events**

- A. Next board meeting Wednesday, June 25, 2014

XI. **Adjournment** – The meeting adjourned at 5:03 p.m.

Respectfully submitted,

Marc D. Parnell, O.D., Secretary