

**South Arkansas Community College  
Minutes of the Board of Trustees Meeting  
Administration Building Board Room  
August 19, 2014**

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

**Absent:** Gary Griffis

**Staff present:** Dr. Belinda Aaron, Tara Anglin, Dr. Holly Ayers, Barry Bagwell, Phil Ballard, Art Brown, Dr. Jim Bullock, Bruce Hankins, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Jamie McConathy, Cynthia Reyna, Becky Riggs, Dr. Stephanie Tully-Dartez, Heath Waldrop and Ray Winiecki

**Others Present:** Joan Hershberger (El Dorado News-Times)

- I. **Call to Order** – Mr. Steve Cousins, chair, called the meeting to order at 3:45 p.m.
- II. **Recognitions and Awards** – Dr. Barbara Jones – none
- III. **Approval of Regular Meeting Minutes** – June 25, 2014. Parnell/Ross. Board approved.
- IV. **Assessment Report** – Dr. Stephanie Tully-Dartez presented a report on the Qualitative Assessment. Community College Survey of Student Engagement (CCSSE) [CCSSE Report](#)
- V. **Approval of Consent Agenda** – Mr. Cousins

A. Personnel Report – Dr. Jones

New Employees:

Keturah Rumph	Accountant I	06.30.14
Sarah Pasterniak	Recruitment and Student Activities Specialist	07.23.14
Daniel Larkin	Administrative Specialist III – TAACCCT Grant	07.28.14
Cynthia Arnold	Library Support Assistant	07.28.14
Jason Rettig	Fiscal Support technician- College Store	08.01.14
Lesley Drummond	Administrative Specialist- Liberal Arts	08.04.14
Ray Winiecki	Secondary Technical Center Director	08.18.14
Blake Nolan	Respiratory Therapy Program Director	08.18.14
Ralph Phillips	Adult Education Wage Instructor	08.20.14
Donnie Dubose	Welding Instructor	08.20.14
Quincie DeLoach	Cosmetology Instructor	08.20.14

Promotions/Transfers/Organizational Changes:

Tiffany Erwin	to Library Technician from Library Support Assistant	07.01.14
Dr. John Spencer	to Director of Student Advising Coaches from Academic Advisor	07.01.14
Melissa Kyle	to Tutor Coordinator- Learning Center 100% from Tutor Coordinator – Learning Center 50%	07.01.14
Cynthia Meyer	to OTA Program Director from Professor, OTA Program	08.01.14

Resignations/Retirements/Terminations:

Lacey Carnahan	Health Sciences Career Advisor	08.01.14
Denise Yancey	Administrative Specialist I	08.06.14
Debra Moring	HIT Program Director	08.12.14
Kathy Waldrop	Administrative Specialist I	08.29.14

Dr. Jones acknowledged the retirement of Kathy Waldrop, Administrative Specialist and expressed the college's appreciation for her service and support to the college for the past five years.

- B. Approval of Revised Board Meeting Schedule/Calendar – adding Assessment Reports to the regular Board meeting agenda for the months in which there are no Monitoring Reports.
- C. Ratification of Foundation Director, Rodney Landes. Parnell/Cardin. Board approved all consent agenda items.

**VI. Board Committee Reports**

- A. Real Estate/Facilities Committee – no report
- B. Personnel/Planning Committee – Mr. Gary Griffis was appointed chair of the committee.
- C. Budget/Finance Committee – Mr. Steve Cameron reported that the Finance Committee met prior to the Board meeting. He presented the following recommendations from the committee for approval:
  - 1. \$300,000 of the excess revenues from the FY 2013-14 be transferred to the Plant Fund Budget for the FY 2014-15. Board approved.
  - 2. FY Plant Fund Budget – Board approved.
- D. Policy Governance Committee – Mr. Steve Cousins – no report

**VII. Chair's Report – Mr. Cousins**

- A. Board Process and Performance Monitoring – Mr. Cousins reported that the Board is doing a marvelous job and is following the Board Policy process.
- B. Association of Community College Trustees (ACCT) Member in Good Standing – Dr. Jones reported that the College received its certificate of good standing for the 2014-15 Academic Year.
- C. Group Portrait – W. I. Bell is scheduled for a group picture prior to the October 21<sup>st</sup> Board meeting at 3:30 p.m. in the Board room.
- D. The Trustees were reminded of the following events:
  - The Arkansas Association of Two-Year Colleges (AATYC) Annual Conference will be held October 12-14, 2014 at the Hot Springs Convention Center.
  - The Association of Community College Trustees (ACCT) 45<sup>th</sup> Annual Leadership Congress will be held October 22-25, 2014 in Chicago, IL. Dr. Jones, Mr. Cousins, and Ms. Creer are planning to attend.

**VIII. Financial Services Report – Dr. Belinda Aaron**

- A. Mr. Barry Bagwell presented the El Dorado Conference Center Marketing report.
- B. Monthly Financial Reports (June & July 2014) – Mr. Bruce Hankins  
June highlights included total unrestricted revenue of \$14,220,423.52 which was 98.31% of the total budget of \$14,465,140.90. Total unrestricted expense of \$13,856,843.90 was 95.79% of the total budget of \$14,465,140.90. Excess revenue over expense year-to-date was \$363,579.62. The end of year transfer to the plant fund from the unrestricted fund was \$300,000.

July highlights included total unrestricted revenue of \$799,351.37 which was 5.41% of the total budget of \$14,773,474.00. Total unrestricted expense of 1,184,233.82 was 8.02% of the total budget of \$14,773,474.00. Excess expense over revenue at July 31, 2014 was \$383,884.45. Total cash and investment at July 31, 2014 was \$6,637,716.05.

Unearned revenue of \$1,043,748.18 for Tuition and Fees was recorded through the month of July for fall 2014 preregistrations. Accounts Receivable amounts were consistent with the previous year to date amounts.

**IX. 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. Construction & Grounds:
    - The Heritage Plaza project remains on schedule. The fountain installation is complete. Landscaping and installation of brick pavers will begin soon.
    - East Campus land survey and tree crop management has begun. Anticipation of the progression with the Advanced Manufacturing Technology Building.
    - McWilliams House Roofing and Exterior Repairs – Pre-Bid meeting was held on Aug. 4th; contract was awarded to Oliver's Custom Roofing.

2. Finance & Administration:
  - The Bond refunding process complete; closing occurred July 16<sup>th</sup>.

Vice President for Learning, Dr. Holly Ayers:

1. Communication
  - As per ADHE guidance, the Associate of Arts in Teaching degree will be suspended this year while the state revises the requirements for the statewide degree plan. Currently enrolled students will continue on their degree path. New students will declare the Associate of Arts degree until the new Arkansas teacher licensure standards are released.
2. Engagement
  - The Performance and Media Arts World War II documentary was completed during the 2013-14 academic year and will be available for a community screening on campus in September. The students are beginning a new documentary on the Mountain Meadows Massacre for the new academic year.
  - Community Education facilitated a successful Camp Lotsafun from June 2-27, hosting a total of 149 campers ages 6-12 years old facilitated by 8 part-time instructors and 2 teacher's aides.
3. Success
  - Summer 2014 Commencement was held on Friday, August 1, 2014. Of 102 students completing degrees and certificates, 56 participated in the ceremony. Occupational Therapy Pinning was also held on Friday, August 1 with 12 students recognized as having completed the program successfully. Surgical Technology Program Pinning was held on Thursday, July 31, with 7 students successfully completing.
  - Demand for our allied health programs remains strong with 21 new students accepted into the August evening Practical Nursing Program. To date, 120 applications have been received for review to fill the 32 available seats in the January 2015 Registered Nursing (ARNEC) Program.
  - The Commission on Accreditation of Allied Health Education Programs (CAAHEP) awarded continuing accreditation to SouthArk's Emergency Medical Technician - Paramedic program. The next comprehensive evaluation of the program, including an on-site review, is scheduled to occur no later than 2017.
4. Partnerships
  - SouthArk and SAU signed a new 2+2 partnership agreement to begin offering Bachelor's level coursework in Criminal Justice on site in El Dorado.
5. On July 14-18, SouthArk hosted a MASH (Medical Applications of Science for Health) camp for local high school juniors and seniors. MASH is designed for above-average students interested in health care as a career. This is a partnership with AHEC South.
6. Recognition and Awards
  - SouthArk instructor Pete Pitre has been selected as the Arkansas EMS instructor of the year. Pete serves as adjunct instructor for SouthArk in our Metro EMS (MEMS) academy. He is a past graduate of our El Dorado program (1996).

Vice President for Student Services, Dr. Jim Bullock:

1. Office of Accommodative Services and Instructional Support (OASIS)
  - Installed assistive software in the Learning Center and in the library to make possible the success of sight-challenged students.
  - Conducted an audit of needs of wheelchair-bound students on both East and West Campuses toward increased access and mobility.
2. Office of the Vice President of Student Services
  - Received notification on July 1 that South Arkansas Community College has been approved by the National Society of Leadership and Success for funding to cover the \$2,800 institutional fee for starting a chapter of the organization on its campus during Academic Year 2014-2015 to encourage more students toward engagement and success.

- On July 28, The SouthArk Foundation Board of Directors approved a mini-grant in the amount of \$850 to cover the cost of annual dues for 10 students in the newly formed National Society of Leadership and Success.

Chief Information Officer, Dr. Tim Kirk:

1. Enterprise Resource Planning (ERP) upgrade
  - Jenzabar upgrades continue as well as additional training on the admissions module of Jenzabar EX for staff.
2. Emergency Notification
  - Software updates to the system Alertus console have been implemented and campus-wide testing has been conducted (monthly).
  - The parking lot emergency phones have been mounted and all of the rough wiring (data and electrical) has been completed.

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

1. SouthArk just concluded a Facebook marketing campaign for Phlebotomy/EKG and is currently running a campaign for the Nursing Assistant program. These campaigns were designed using the new rotating image option which allows the Coordinator of Marketing and Communications to analyze the effectiveness of different images on the targeted demographics. This kind of data will lead to more efficient and effective ad designs.

Director of Institutional Advancement and Foundation, Cynthia Reyna:

1. Heritage Plaza
  - The Planning Committee will meet soon to begin coordinating a dedication ceremony.
2. Outdoor Expo – Saturday, September 13<sup>th</sup>
  - Rib tickets are for sale, \$20/slab.
  - Volunteer opportunities to work are available on either Friday, September 12<sup>th</sup> or Saturday, September 13<sup>th</sup>.
  - “Connect” with the Outdoor Expo social media pages at our website at [www.southarkexpo.com](http://www.southarkexpo.com) or on Facebook [fb.com/southarkfoundation](https://www.facebook.com/southarkfoundation)
  - Entries for Contests – Registration is ongoing for the rib cooking teams, duck calling contest, outdoor photo contest, and the 5k run/walk

B. Lecture Series Update – Mr. Phil Ballard

The first of the two ninth annual SouthArk Lecture Series is scheduled on Thursday, November 6<sup>th</sup>. The speaker is Inge Auerbacher and her topic will be “Memories of a Child Survivor of the Holocaust.” On March 12, Ernest Green will speak on “Lesson from Little Rock.” Both events will be begin at 7:00 p.m. in the El Dorado Conference Center.

**X. Executive Session** (if required) none

**XI. Announcements/Upcoming Events**

**XII. Adjournment** – The meeting adjourned at 5:00 p.m.

Respectfully submitted,

Marc D. Parnell, O.D., Secretary