

**South Arkansas Community College
Minutes of the Board of Trustees Meeting
Administration Building Board Room
February 17, 2015**

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

Absent: Gary Griffis, David Ross, and Vicki de Yampert

Staff present: Barry Bagwell, Phil Ballard, Dr. Mickey Best, Art Brown, Dr. Jim Bullock, Dr. Michael Chikeleze, Lathan Hairston, Bruce Hankins, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Francis Kuykendall, Jamie McConathy, Cynthia Reyna, Dr. Stephanie Tully-Dartez, Heath Waldrop, Ray Winiecki

Others present: Dr. Kermit Parks

- I. **Call to Order** – Mr. Steve Cousins, chair, called the meeting to order at 3:46 p.m.
- II. **Assessment Report** – Dr. Mickey Best reported on the General Education Outcomes.
- III. **Recognitions and Awards** – Dr. Barbara Jones announced the *Arkansas Business* City of Distinction Award for Workforce Development (2014).
- IV. **Approval of Regular Meeting Minutes** – January 20, 2015. Parnell/Cardin. Board approved.
- V. **Approval of Consent Agenda** – Mr. Cousins
 - A. Personnel Report – Dr. Jones reviewed the personnel report and announced the following interim position appointments:
 - Chief Financial Officer – Bruce Hankins (Finances, Budget, Grants, Payables, Procurement & Inventory)
 - Chief Administrative Services Officer – Dr. Michael Chikeleze (Security, Risk Management, Facilities, Construction & Human Resources)
 - Budget Manager – Ann Southall

New Employees:

Corina Hammonds	Fiscal Support Technician	01.05.15
Kathy Eutsey	Administrative Specialist – Switchboard	01.14.15
Shannon Coulter	Part-Time Benefits Technician	02.05.15

Promotions/Transfers/Organizational Changes:
None to report.

Resignations/Retirements/Terminations:

Kevia Clemons	Advisor/Recruiter – TAACCCT Grant	12.16.14
Chassidy Wyrick	Director of Clinical Education - Respiratory Therapy	01.29.15

 - B. Ratification of Foundation Board Member, Austin Barrow – Cameron/Cardin. Board approved.
- VI. **Board Committee Reports**
 - A. Real Estate/Facilities Committee – Mr. Charlie Thomas – no report
 - B. Personnel/Planning Committee – Mr. Gary Griffis – no report
 - C. Budget/Finance Committee – Mr. Steve Cameron – no report
 - D. Policy Governance Committee – Mr. Steve Cousins – no report
- VII. **Chair's Report** – Mr. Cousins
 - A. Board Process and Performance Monitoring – Mr. Cousins noted that the Board is following procedure.
 - B. Board Evaluation of Own Performance is on the March agenda. ACCT Document was distributed for review. Susan Jordan will send the link to the Trustees to complete the survey and submit.

VIII. **Financial Services Report** – Mr. Lathan Hairston

A. January Monthly Financial Reports – Mr. Bruce Hankins

January highlights included a budget reduction of \$94,643 to align our current budget with actual revenue generated which was 3% lower than the projected budget. Total unrestricted revenue of \$10,164,147.66 which was 69.00% of the total budget of \$14,729,988. Total unrestricted expense of \$7,986,895.66 was 54.22% of the total budget of \$14,729,988. Excess revenue over expense at January 31, 2015 was \$2,177,252. Total cash and investment at January 31, 2015 was \$7,389,375.19.

B. Mr. Barry Bagwell, El Dorado Conference Center Director, presented the end of the calendar year Conference Center report.

IX. **President's Report** – Dr. Barbara Jones

A. Administrative Reports were presented with the following highlights:

Interim Vice President for Finance and Administration – Mr. Lathan Hairston:

1. The Business Office has prepared and issued the departmental budget request sheets for the Educational and General budget for the 2015-16 fiscal year. The budget development schedule includes blocks of time for internal budget hearings that allow budget units to further explain and justify their requests.
3. The College is in the process of selecting an on-call mechanical, electrical, plumbing (MEP) engineer to assist the College with its maintenance issues.
4. CADM architects are progressing with work on the Advanced Technology Manufacturing Center. Construction documents are approximately 20% complete.

Vice President for Learning – Dr. Mickey Best:

Arkansas Higher Education Coordinating Board (AHECB) approvals: Certificates of Proficiency in Advanced Pipe Welding and Industrial Technology: Mechatronics; Technical Certificate and Associate of Applied Science in Industrial Technology: Mechatronics; Distance Course Delivery approvals

Business and Technology: Future Business Leaders of America/Phi Beta Lambda (FBLA/PBL) week in El Dorado was February 8-14; three SouthArk students received decrees from El Dorado Mayor Hash.

Career and Technical Education: 1) February 18 informational presentation to all 10th graders at El Dorado High School to present information on SouthArk's Industrial and Technical Pathways. 2) February 25 over 300 8th graders from El Dorado will tour SouthArk.

Continuing Education: 1) February 10 site visit of Adult Education Department by the Arkansas Department of Career Education (ACE). A full report is to be submitted to the State during the week of February 16-20; SouthArk noted for excellence in learning plan preparation, high retention rates in English as a Second Language (ESL) and overall marketing work. 2) February 11 SouthArk Center for Workforce Development hosted the Arkansas Economic Development Commission Council (AEDC). Greg Withrow (Plant Manager, El Dorado Chemical), Ronnie Ragan (Training, Great Lakes Solutions), and Seth Carter (Great Lakes Solutions Employee and recent PTEC graduate) co-presented alongside Dr. Jones and Dean McConathy.

Distance Learning: SouthArk Faculty have the opportunity to participate in the Arkansas Distance Learning Association (ADLA) awards competition in Outstanding Distance Learning Program, Course, Faculty, Support and Service, and Lifetime Achievement in Distance Education.

Health and Natural Sciences: 1) Certified Nursing Assistant (CNA) program will offer a February start up at the Warren site. 2) AAS degree in Respiratory Therapy is approved for continued accreditation under new Commission on Accreditation for Respiratory Care (CoARC) guidelines. 3) The 2014 report to the SHARE Foundation has been submitted for reconciliation that directly addresses the SouthArk Strategic Initiative and Union County Healthcare Education Project. 4) The final report for the Blue and You Foundation grant, also targeting the South Arkansas Healthy Communities Project, has been submitted.

Liberal Arts: 1) Volume 14 of the *South Arkansas History Journal* is being printed with distribution soon. 2) The deadline for the 18th annual *Writer's Ink* contest is February 20. 3) February 17 is the 10th

annual *African-American Read-In*, SouthArk's a nation-wide homage to literature, sponsored by the National Council of English Teachers (NCTEC).

Library: 1) February 16 is the close of the open forum and survey project undertaken to assist with measuring the effectiveness of services. 2) In conjunction with the SHARE Foundation, a grant writing workshops is being held on February 20 and 27. 3) February Outreach library skills classes conducted to approximately 250 students from SouthArk, Smackover High School, and West Side Academy. 4) 4,732 visitations for the two week period of January 27 – February 11.

Vice President for Student Services – Dr. Jim Bullock:

1. Financial Aid

- a. Received notice of and awarded the following Arkansas Department of Higher Education (ADHE) Aid Programs:
 - a. 70 Arkansas Higher Education Opportunities (GO!) Grants
 - b. 29 Non-traditional
 - c. 107 New Challenge Program

2. Career Pathways Grant Program

Engaged students and helped them toward **success** in the following ways:

- a. Assisted students with career skills, resumes, job referrals, and job placements
- b. Paid for childcare and books
- c. Recorded dramatic increase in the number of workshops completed in *Student Lingo*, leading topics being *Stress Management Techniques*, *Maximizing Your College Experience*, and *Writing Effective Resumes and Cover Letters*.

3. Student Services Division

- a. The SouthArk Behavioral Review Team welcomed new chair, Dr. Michael Chikeleze, in January. This reporting and investigative body is now “live”. People wishing to file a report of concern can do so from the homepage of the SouthArk website, strengthening campus **communications**.

Chief Information Officer – Dr. Tim Kirk:

Enterprise Resource Planning (ERP) upgrade

- Jenzabar was on campus last month to conduct financial aid training and to train the new Admissions Assistant. Testing of the financial aid and admissions data bridges to POISE is anticipated in February.
- To minimize the impact of “going live” on the new system for ongoing College business, the College will freeze data processing during our March 2016 spring break (March 21-25, 2016) and “go live” on Jenzabar the following week.
- Jenzabar staff have begun working to implement self-service password reset functionality on the mycampus.southark.edu portal.

Classroom Projectors

Department staff continue to replace older classroom projectors. These new projectors are brighter and support the emergency notification functionality. It is anticipated that this initiative will be completed prior to the fall 2015 semester.

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

1. As a participant in the American Association of Community Colleges Voluntary Framework of Accountability (VFA) data report, SouthArk has submitted its first set of Career Technical Education data for academic year 13-14. These metrics have been under review by the agency but benchmarking will be available in the coming months. SouthArk scored well in the category of industry recognized credentials for CTE graduates with 70.7% (89% of the Associate degrees) of all CTE credentials earned characterized as industry recognized.

Director of Foundation and External Funding – Ms. Cynthia Reyna:

1. A reception for the Lecture Series speaker, Mr. Ernest Green, will be held on Thursday March 12, at 5:30 p.m.

2. SouthArk's Relay for Life Team is participating in the Celebrity Waiter's Dinner at St. Mary's Parish Hall on March 14, 2015, at 6:30 p.m. Tickets may be purchased for \$50/person.
3. The Foundation Annual Donor/Scholar Luncheon is scheduled for Thursday, April 9th, at noon in the El Dorado Conference Center.
4. Phase II grant application of the Arkansas Natural and Cultural Resources Council (ANCRC) Grant for the W.F. and Estelle McWilliams House will be submitted in March.

Dr. Jones, President:

- B. SouthArk's Higher Learning Commission Reaccreditation site visit is scheduled for November 28 & 29, 2016.
- C. Legislative Update
Dr. Jones updated on the following which are of concern for Higher Education and Community Colleges:
 - 1) Lottery Scholarship changes
 - 2) Guns Bill amended HB1077
 - 3) Workforce Development Bills – working on alternative bill
 - 4) Highway Bill could cause decrease in funding
- D. Dr. Jones reported that the college will be offering late start/mid-semester courses.
- E. Mr. Phil Ballard reported that Mr. Ernest Green, One of the Little Rock Nine, will be SouthArk's Lecture Series speaker on March 12th, at 7:00 p.m. in the El Dorado Conference Center.

X. **Announcements/Upcoming Events**

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

XII. **Adjournment** – The meeting adjourned at 4:55 p.m. – Cardin. Board approved.

Respectfully submitted,

Marc D. Parnell, O.D.
Secretary