

**South Arkansas Community College
Minutes of the Board of Trustees Meeting
Administration Building Board Room – June 16, 2015**

Trustees present: Steve Cameron, Patty Cardin, Steve Cousins, Veronica Creer, Gary Griffis, Dr. Kermit Parks, and Charlie Thomas

Absent: David Ross and Tasha Sinclair

Staff present: Phil Ballard, Art Brown, Dr. Jim Bullock, Dr. Michael Chikeleze, Bruce Hankins, Charley Hankins, Dr. Barbara Jones, Susan Jordan, Chelsa King, Dr. Tim Kirk, Cynthia Reyna, Jim Roomsburg, Susan Spicher, Dr. Stephanie Tully-Dartez, Heath Waldrop, Ray Winiecki

Others present: Kelsey Womack (El Dorado News-Times)

- I. **Call to Order** – Mr. Steve Cousins, chair, called the meeting to order at 3:52 p.m.
- II. **Program Reviews** were presented by Dean Phil Ballard, Liberal Arts; Dean Art Brown, Health & Natural Sciences; and Dean Jim Roomsburg, Business & Information Technology.
- III. **Recognitions and Awards** – Dr. Barbara Jones reported the following:
 - The 2014-2015 Employee Recognition Brunch was held in May. A complete list of employees that were recognized was provided in the board packet.
- IV. **Approval of Regular Meeting Minutes** – May 19, 2015. Cardin/Thomas. Board approved.
- V. **Approval of Consent Agenda** – Mr. Cousins
 - A. Personnel Report – Dr. Jim Bullock introduced and welcome Ms. Chelsa King to SouthArk and in the area of Student Services as the new Recruitment and Student Activities Specialist.
Dr. Jones noted the resignation of Mr. Hankins and expressed appreciation to him for his service to SouthArk for the past four years.
New Employees:

Dr. Ramesh Singh	Process Technology Instructor
06.01.2015	
Chelsa King	Recruitment and Student Activities Specialist
06.08.2015	
Lisa Lewis	Adult Education Instructor
08.19.2015	

Promotions/Transfers/Organizational Changes:
None to report.
Resignations/Retirements/Terminations:

Shannon Coulter	Benefits Technician
05.28.2015	
Karen Strange	Foundation Development Assistant
05.29.2015	
Bruce Hankins	Controller
07.02.2015	
Brett Powell	Practical Nursing Instructor
06.30.2015	
Bettie Mahony	English Instructor
06.30.2015	

- B. Approval of Administrative Procedures Manual (APM) – deferred from the May meeting. Dr. Michael Chikeleze presented the list of APM revisions, deletions, and additions to the Board for approval. Dr. Kermit Parks noted concerns regarding the process. It was recommended that this be deferred to the August meeting. Griffis/Parks approved.

VI. **Board Committee Reports**

- A. Nominating Committee – Mr. Charlie Thomas presented the committee’s recommendation to elect Patty Cardin as secretary to replace Dr. Marc Parnell. There being no further nominations, the Board approved.
- B. Real Estate/Facilities Committee – Mr. Charlie Thomas – no report
- C. Personnel/Planning Committee – Mr. Gary Griffis made a recommendation from the committee to adopt the Associate of Science in Education (ASE) degree program as presented. This will replace the Associate of Arts in Teaching degree that has been suspended. The Board approved.
Mr. Cousins noted that if there were no objections the committee will institute the annual review using the previous on-line survey format and will generate and discuss at the Retreat.
- D. Budget/Finance Committee – Mr. Steve Cameron presented the following recommendations from the committee for approval by the Board:
- to adopt the Governor’s performance merit recommendations for classified staff based upon recent employee evaluation to be payable on June 30, 2015.
 - for a one percent cost of living adjustment on July 1, 2015 for all College employees to include faculty, professional staff, and classified staff.
Both were approved by the Board.
 - Policy Governance Committee – Mr. Steve Cousins – no report

VII. **Chair’s Report** – Mr. Cousins

- A. Presidential Evaluation and Contract Review (Personnel/Planning Committee)
- B. Board Development at Retreat – It was determined the on-call architects will be invited to report/present the Colleges’ future facilities plan to the Trustees.
- C. Board Process and Performance Monitoring – the Board is compliant with policies.
- D. Reminder:
- Board Retreat Friday, July 31, 2015 at 8:00 a.m., El Dorado Conference Center
 - ACC Annual Conference – October 11-13, 2015, Hot Springs Convention Center
 - ACCT Annual Leadership Congress – October 14-17, 2015, San Diego

VIII. **Financial Services Report**

- A. May Monthly Statements – Mr. Bruce Hankins

May, 2015 highlights included total unrestricted revenue of \$13,774,203.66 which was 93.37% of the total budget of \$14,752,823.00. Total unrestricted expense of \$12,424,708.48 was 84.22% of the total budget of \$14,752,823.00. Excess revenue over expense at May 31, 2015 was \$1,349,495.18. Total cash and investments at May 31, 2015 was \$7,473,303.95.

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

- A. Administrative Reports were presented with the following highlights:
Interim Chief Financial Officer – Mr. Bruce Hankins reported:

1. The Business Office continues with the Jenzabar training and implementation in the areas of data conversion plan for the financial data and the general ledger structure to improve the accounting processes for the College.
2. The Business Office year end processes have begun in preparation of the June 30, 2015 fiscal year end. The new fiscal year begins on July 1, 2015.

Dr. Parks questioned the status of the auditors visit. Mr. Hankins reported that the auditors have completed their field work, and conducted a preliminary exit conference. An official exit conference is expected in a few weeks. He noted that it was a very thorough audit and that the College would receive an unqualified opinion on the financial statements with one audit finding comment related to internal control deficiencies in the notes to the financial statements. A final report will be issued and mailed to the Trustees.

Interim Chief Administrative Services Officer – Dr. Michael Chikeleze

Human Resources (HR)

1. HR and Payroll staff participated in Jenzabar training. They are also looking at ways to improve HR processes.
2. Employee annual performance evaluations for 2014-2015 are nearing completion.

Physical Plant

1. Dr. Chikeleze reported that the Town House/Economy Inn has been demolished and is currently undergoing a review as part of the master plan.
2. College officials will meet with on-call architects to discuss updates to the College's master plan.
3. Advanced Manufacturing Technology Center (AMTC) bid documents are complete and are ready for bid.

Contracts and Compliance

1. On-call engineers contract complete; beginning process to determine priority projects for next year.

Vice President for Learning – In Dr. Mickey Best's absence, Dean Phil Ballard reported the following:

VPL Announcements

- May Graduation statistics: 264 students graduated; 390 degrees earned – 27 AAs, 38 AASs, 1 AAT, 173 TCs, and 151 CPs. 40 students graduated with honors.

Distance Learning

- Blackboard agreement was signed and submitted to update and expand services.

Vice President for Student Services – Dr. Jim Bullock reported:

Enrollment Services

Upward Bound Grant Program

- On May 28, Upward Bound held an awards ceremony for the 23 high school seniors who completed the program. All 23 students have enrolled to attend college in the fall.
- Upward Bound continues with a summer academy through which 13 students are taking classes at SouthArk during the Summer 2015 sessions.

Student Services Division

- On May 12, SouthArk inducted 19 students into the National Society of Leadership and Success, bringing the total number of inductees to 38.

- On May 14, SouthArk celebrated Commencement for the first 10 graduates of its Academic and Career Achievement Program (ACAP), formerly known as Stepping Stones.

Chief Information Officer – Dr. Tim Kirk reported:

Enterprise Resource Planning (ERP) upgrade

- Jenzabar staff were on campus to:
 - facilitate the initial configuration of the Financial and Administrative modules and Registration, Advising, and Student Affairs modules in the Jenzabar software suite.
 - complete the data mapping required to populate the Jenzabar EX databases.
- The project is currently on schedule to meet the March 2016 *go live* date.

Network Events/Upgrades

- The core network switches in the East campus data center and the college’s Domain Name Service appliances were replaced as part of the equipment life cycle.
- No data loss resulted from a multi-hour power outage that occurred on May 20th, resulting in a forced shutdown of the west Campus data center.

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

1. Heath Waldrop, Coordinator for Marketing and Communications, explained SouthArk’s 2015-2016 marketing theme: “SouthArk4U”. This theme will be used in print, video, and social media campaigns. The 4U concept came from the idea that a student’s experience at SouthArk is unique, unconditional, unforgettable, and unlimited.
2. Charley Hankins, Website Administrator, presented SouthArk’s new website reporting the major redesign to focus on engaging potential students and clearly communicating with current students, staff, and the community.
3. Ms. Tully-Dartez explained that this summer, the College will host SouthArk: Teachers Engaging in Advanced Manufacturing (STEAM), the first group of Junior High and High School teachers from Union county who will participate in hands on activities to better understand the local industries and learn how to incorporate advanced manufacturing concepts into their classrooms.

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

1. Ms. Reyna noted the list of Grants that have been submitted.
2. The 17th Annual Outdoor Expo will be held on Saturday, September 12th. To date, over \$48,000 in gifts and pledges from sponsors have been received.

- B. Summer Enrollment – Dr. Bullock reported that on
- C. FAST Lane in Manufacturing
- D. El Dorado Economic Development Board (EEDB) City Request
- E. Advanced Manufacturing Technology Center (AMTC)
- F. Higher Learning Commission (HLC) Progress Report
- G. Dr. Jones will attend the Presidents/Chancellors Retreat July 16-17, 2015.

X. **Announcements/Upcoming Events**

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

XII. **Adjournment** – The meeting adjourned at 5:19 p.m.

Patty Cardin
Secretary