

**South Arkansas Community College
Minutes of the Board of Trustees Meeting
Administration Building Board Room
August 18, 2015**

Trustees present: Steve Cameron, Veronica Creer, Dr. Kermit Parks, Tasha Sinclair and Charlie Thomas

Absent: Patty Cardin, Steve Cousins, Gary Griffis, and David Ross

Staff present: Barry Bagwell, Phil Ballard, Dr. Mickey Best, Dr. Jim Bullock, Dr. Michael Chikeleze, Keitha Davidson, Bryce Faulkner, Kelly Hedges, David Henry, Sherry Howard, Dr. Barbara Jones, Susan Jordan, Chelsa King, Dr. Tim Kirk, Francis Kuykendall, Valerie Lewis, Cynthia Reyna, Becky Riggs, Jim Roomsburg, Justin Small, Ann Southall, Dr. Stephanie Tully-Dartez, Heath Waldrop, Ray Winiecki

Others present: Sena Brumley, Elichia English, Chole Gunter, Kheylya Villegas (Student Ambassadors), Kelsey Womack (El Dorado News-Times) Adam Choate (PBL awardee/Murphy USA)

- I. **Call to Order** – Ms. Veronica Creer, vice chair, called the meeting to order at 3:47 p.m.
- II. **Recognitions and Awards** – Dr. Barbara Jones introduced and recognized the following:
 - A. SouthArk Top Honors Phi Beta Lambda (PBL) National Leadership Conference – Adam Choate, SouthArk graduate, was named 2015 National PBL Outstanding Business Person of the Year.
 - B. Student Ambassadors for 2015-2016: Sena Brumley, Elichia English, Chole Gunter, Kheylya Villegas and Chelsa King, Recruitment and Student Activities Specialist
- III. **Qualitative Assessment Report** – Dr. Stephanie Tully-Dartez presented The Community College Survey of Student Engagement (CCSSE) outcomes for 2014.
- IV. **Approval of Regular Meeting Minutes** – June 16, 2015. Thomas/Cameron. Board approved.
- V. **Approval of Consent Agenda** – Ms. Creer
 - A. Personnel Report Dr. Jones noted the resignation of and expressed appreciation to him for

New Employees:

| | | |
|-----------------------|--|----------|
| Bryce Faulkner | Administrative Analyst | 06.26.15 |
| Vonerica Stevens | Institutional Services Assistant | 07.06.15 |
| Brandi Cotterman | Benefits Technician – Part-time | 07.13.15 |
| Kelly Hedges | Foundation Development Specialist | 07.22.15 |
| Isaac DuBose | Skilled Trades Helper | 07.27.15 |
| Sherry Howard | Dean of Workforce Development & Continuing Education | 07.30.15 |
| Justin Small | Director of Physical Plant | 08.17.15 |
| Benjamin Cagle | Distance Learning Specialist | 08.17.15 |
| James Dubose | Welding Instructor | 08.12.15 |
| Dr. Rhonda Lee-Ernest | English Instructor | 08.19.15 |
| Kelli Haigwood | Licensed Practical Nursing Instructor | 08.19.15 |
| Ashley Dougan | Math Instructor | 08.19.15 |
| David Henry | Controller | 08.24.15 |

Promotions/Transfers/Organizational Changes:

None to report.

Resignations/Retirements/Terminations:

| | | |
|-----------------------|-----------------------------------|----------|
| Joseph Agbeko | Math Instructor | 06.30.15 |
| Arthur Brown | Dean of Health & Natural Sciences | 07.17.15 |
| Brenda Blackman | Financial Aid Analyst | 07.28.15 |
| Graham Peterson | Director of Physical Plant | 07.31.15 |
| Dr. Michael Chikeleze | Administrative Services Director | 08.14.15 |
| Catherine Harrell | Project Coordinator- PACE Grant | 08.14.15 |
| LaBreshia Hicks | Fiscal Support Technician | 08.21.15 |

- B. Approval of Administrative Procedures Manual (APM) – deferred from the June meeting.
- C. Ratification of SouthArk Foundation Board Members – Lee Morgan, president of The Systems Group and Robert Rupp, CEO, Medical Center of South Arkansas. Parks/Cameron. Board approved all Consent items.

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 (absent) – no report

VII. **Chair's Report** – Ms. Creer

- A. Board Process and Performance Monitoring
- B. Association of Community College Trustees (ACCT) Member in Good Standing
- C. Board Retreat Update – the Retreat was held on Friday, July 31, 2015 at the El Dorado Conference Center is reported to be the *best ever*.
- D. Group Portrait will be scheduled prior to the September or October Board meeting.
- E. Reminder: Presidential Evaluation and Contract Review (Personnel/Planning Committee)
- F. Reminder:
 - Arkansas Community Colleges Annual Conference – October 11-13, 2015, Hot Springs Convention Center (Mr. S. Cameron, Ms. V. Creer, Dr. Parks, Dr. Jones plan to attend.)
 - Association of Community College Trustees Annual Leadership Congress – October 14-17, 2015, San Diego (Dr. Parks, Ms. V. Creer, Dr. Jones plan to attend.)

VIII. **Financial Services Report**

- A. June Monthly Statements – Ms. Valerie Lewis

June 2015 highlights included total unrestricted revenue of \$14,495,821.27 which was 98.17% of the total budget of \$14,765,823.00. Total unrestricted expense of \$142,156,843.90 was 93.09% of the total budget of \$14,765,823.00. Excess revenue over expenses at June 30, 2015 was \$750,347.73. Total cash and investments at June 30, 2015 was \$7,446,484.04.

- B. July Monthly Statements – (handout in folder)

July 2015 highlights included total unrestricted revenue of \$718,595.68 which was 5.19% of the total budget of \$14,751,917.00. Total unrestricted expense of \$1,158,927.40 was 7.86% of the total budget of \$14,751,917.00. Total expenditures over revenues over expenses at July 31, 2015 was \$392,872.68. Total cash and investments at July 31, 2015 was \$6,820,031.02.

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

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

Interim Chief Administrative Services Officer – Dr. Michael Chikeleze:

1. Working closely with Attorney General's Office on regulatory changes; continuing to review contracts and provide support on compliance.
2. Implementation of Act 557 which became effective August 1, 2015.
3. Plant fund report is under review for fiscal year priorities.
4. Enterprise Resource Planning (ERP) software transition continues.

Vice President for Learning – Dr. Mickey Best reported:

1. Summer 2015 Graduation statistics: 101 graduates, 55 participated in ceremonies, 109 degrees awarded, with a packed house in attendance.
2. A financial review and site visit was conducted by the Department of Career Education on June 15 & 16 of the Secondary Technical Center. Results of their inspection indicated that SouthArk complied with all material aspects of the center in terms of financial operations and received a clean report.

3. The welding program has completed its part in National Center for Construction Education and Research (NCCER) program accreditation and submitted its documentation for review. We expect program accreditation in early fall.
4. Distance Learning: Training for the new management system in Blackboard has been scheduled for August 19th and 20th for the next version. This is a great electronic tool for faculty to use in posting syllabi, keeping grade book, tracking attendance and reporting.
5. 114 Arkansas Rural Nursing Education Consortium (ARNEC) applications to date for 32 positions in January. May exceed last year's number of applicants (120).
6. The ADHE Coordinating Board approved SouthArk's proposal for a new associate of science in education degree (ASE) at its July 31 meeting.
7. SouthArk's concurrent enrollment program has been reauthorized by ADHE for five more years under the new state requirements.

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

1. Enrollment Services

- Bridge to College Algebra. This year's program engaged 19 students to complete its requirements. Involvement in this program does lend to improved scores while taking this course in the summer.
- Summer 2015 Enrollment. SouthArk had 3.23% fewer students enrolled than during the previous summer by headcount, but those students enrolled in 12.16% more SSCHs (Student Semester Credit Hours). The SSCH number, not headcount, is what is reported to the State for funding purposes.

| | Summer 2014 | Summer 2015 | % Gain or Loss |
|--------------------|-----------------------|-----------------------|-----------------------|
| | Headcount/SSCH | Headcount/SSCH | Headcount/SSCH |
| First Term | 239/908 | 234/1124 | -2.09%/+23.78% |
| Second Term | 271/1054 | 244/1014 | -9.96% / - 3.79% |
| Long Term | 509/2903 | 508/3319 | -0.19%/+14.33% |
| TOTAL | 1019/4865 | 986/5457 | -3.23%/+12.16% |

2. Career Pathways Initiative (CPI)

SouthArk's CPI ended the 2014-2015 year with the following indicators of student engagement and success:

- Results for FY 14 completers who entered employment reveal that SouthArk's CPI ranked 3rd among the 25 participating sites with 76%. The goal is 55%. Continues to do well in getting students employed.

3. Testing and Learning Center (TLC). The Learning Center has developed an online tutoring system through Blackboard for increased engagement and success of both math and writing students. The new program will be tested during the Fall 2015 semester.

Chief Information Officer – Dr. Tim Kirk reported:

1. Enterprise Resource Planning (ERP) upgrade

The project is currently on schedule to meet our March 2016 "go live" date. Jenzabar staff will be on campus fifteen of the thirty-one weeks before the go live date (they will be on site every week beginning in January).

2. Technology Work Orders

SouthArk staff have upgraded/replaced the workstations (208) in ten of the computer labs/classrooms.

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

1. The Planning Council held its annual retreat on July 30. The strategic plan outcomes were reviewed and institutional priorities for the year were identified.
2. The #SouthArk4U campaign has been launched online and in print. The #SouthArk4U social on the first day of classes will be the official in-person launch and a great way to start student engagement from day one.
3. Sherry Howard joined SouthArk as the new Dean of Workforce and Continuing Education. She has already begun meeting with local businesses and industries to expand and diversify the offerings from this division.
4. Last Month's Plus 50 Career Summit was organized by the continuing education coordinator, Tara Anglin. This event was funded by the American Association of Community College as part of a

national initiative to encourage individuals 50 and older to explore new careers through higher education.

5. Adult Education participated in the Boys and Girls Club “Back to School Bash” on August 1. This well attended event was a great opportunity for recruitment.

Director of Foundation and External Funding – In Ms. Cynthia Reyna’s absence, Dr. Jones reported:

1. **Grants** – Arkansas Department of Higher Education – Regional Workforce Planning Grant, \$100,000. Two grants will be submitted September 1, 2015. One is for manufacturing and one is for information technology. Both are partnerships with colleges, industry, and high schools. The purpose of the grant is to create a statewide comprehensive structure enabling students in Arkansas community colleges and secondary centers to participate in career and technical education programs developed with input from area employers.
 2. **Save the Date:** Lecture Series speaker Ndaba Mandela, reception on Tuesday, September 22, 4:30 p.m. to 6:30 p.m. at the home of Dr. D’Orsay and Karen Bryant. Invitations will be mailed in late August.
 3. **The Systems Group** \$250,000 donation in support of the Advanced Manufacturing Training Center photo-op was taken earlier this month. Ground breaking for the building will be announced soon.
 4. **Outdoor Expo** – Saturday, September 12.
 - Sponsorships total \$73,000 to date, solicitations are ongoing.
 - Rib tickets are for sale today, \$20/slab.
 - Volunteer opportunities are available on either Friday, September 11 or Saturday, September 12. An email will be sent next week.
 - “Connect” with the Outdoor Expo social media pages at our website at 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 reported the speakers for the 205-16 Lecture Series:
- Ndaba Mandela, “From Prisoner to President: The Mandela Legacy Lives On” on Tuesday, September 22, 2015 at 7PM in the El Dorado Conference Center.
 - P. Allen Smith award winning gardener, designer, TV host and writer, on Thursday, March 10, 2016 at 7PM in the El Dorado Conference Center.
 - History Lecture Series Speakers cosponsored with South Arkansas Historical Preservation Society:
 - Dr. Carl H. Moneyhon, a history professor at UALR, will speak on “Presidential Reconstruction: Rebuilding a Divided Nation” on Tuesday, November 10, 2015 at 6:30 in the Library Auditorium.
 - Dr. Sara Hyde, an assistant professor of history at River Parishes Community College in Gonzales, Louisiana, will speak about education in the antebellum South next spring. A date will be selected later.
- C. Dr. Jones reported that Congressman Westerman visited and toured SouthArk’s campus last week.
- D. Mr. Barry Bagwell presented the El Dorado Conference Center Marketing Report and noted that the promotional/marketing video is posted on the Conference Center website and the groweldorado.com website.

X. **Announcements**

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

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

Patty Cardin
Secretary

