

Minutes of the Board of Trustees Meeting
Administration Building Board Room
September 15, 2015

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

Absent: Steve Cameron, Steve Cousins, David Ross and Tasha Sinclair

Staff present: Barry Bagwell, Phil Ballard, Linda Bates, Dr. Mickey Best, Dr. Jim Bullock, Keitha Davidson, David Henry, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Francis Kuykendall, Cynthia Reyna, Jim Roomsburg, Justin Small, Heather Smith, Ann Southall, Dr. John Spencer, Amy Sturdivant, Carey Tucker, Dr. Stephanie Tully-Dartez, Heath Waldrop, Genevieve White and Ray Winiecki

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

- I. **Call to Order** – Ms. Veronica Creer, vice chair, called the meeting to order at 3:20 p.m.
- II. **Recognitions and Awards** – Dr. Barbara Jones introduced and recognized the following:
 - A. SouthArk Lead Inaugural Class: Linda Bates, Heather Smith, Dr. John Spencer, Amy Sturdivant, Genevieve White and Cynthia Meyer (not present).
- III. **Approval of Regular Meeting Minutes** – August 18, 2015. Thomas/Cardin. Board approved.
- IV. **Approval of Consent Agenda** – Ms. Creer
 - A. Personnel Report Dr. Jones presented:

New Employees:

Carey Tucker	Vice President for Finance and Administration	09.14.15
Grace Palculict	Career Counselor NEG/ASP Grant	09.16.15
Juanita Norful	Simulation Lab/Nursing Clinical Coordinator	10.05.15
Caroline Hammond	Dean of Health and Natural Science	10.12.15

Promotions/Transfers/Organizational Changes:

Sherry Briggs	to Career Development Facilitator/Adult Ed. Reporting Specialist from Administrative Specialist II – Adult Education	09.01.15
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Resignations/Retirements/Terminations:

Lura Brown	Professor, Liberal Arts	06.30.15
Keturah Rumph	Accountant I	08.10.15
Leonard Graham	Institutional Services Assistant – Evening	08.14.15
Debby Edney	Radiologic Technology Program Director	08.31.15
 - B. Monitoring Reports
 - Policy #10 – ENDS Focus of Grants of Contracts
 - Policy #24 – ENDS Transfer Education
 - Policy #25 – ENDS Occupational/Workforce Education – this report was distributed to the Trustees to review and defer to the October meeting.
 - Policy #26 – ENDS Developmental EducationCardin/Thomas. Board approved the Consent Agenda A and Policies #10, 24, & 26 under B.
- V. **Board Committee Reports**
 - A. Real Estate/Facilities Committee – Mr. Charlie Thomas presented a recommendation from the committee to approve the demolition of the property at 413 W. Block due to its deterioration. Griffis seconded. Board approved.
 - B. Personnel/Planning Committee – Mr. Gary Griffis reported that the committee met and defers action to the October meeting.
 - C. Budget/Finance Committee – In the absence of Mr. Cameron, Ms. Creer reported that the committee met in August and she presented the following recommendations from the committee:
 1. To adopt the Plant Budget for 2015-2016. Parks seconded. Board approved
 2. To increase pay for adjunct faculty from 525 to 535 per credit hour for 2015-2016. Griffis seconded. Board approved.
 - D. Policy Governance Committee – Mr. Steve Cousins (absent) – no report

VI. **Chair's Report** – Ms. Creer

- A. Board Process and Performance Monitoring
- B. Appointment of Nominating Committee for Officers (odd numbered years)
Ms. Creer noted that Steve Cameron, Charlie Thomas, Patty Cardin served on the committee for the secretary position and the recommendation is that this same group continue as the Nominating Committee. The Committee will present a slate of officers at the November Board meeting.
Griffis/Cardin. Board approved.
- C. Reminder:
 - Arkansas Community Colleges (ACC) 27th 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 (ACCT) 46th Annual Leadership Congress – October 14-17, 2015, San Diego (Dr. Parks, Ms. V. Creer, Dr. Jones plan to attend.)
 - State Annual Institutional Trustee Conference – December 2015 (TBD)

VII. **Financial Services Report** – Mr. David Henry presented the August financials:

- A. August 2015 highlights included total unrestricted revenue of \$3,813,028.30 which is 25.77% of the total budget of \$14,797,517.50. Total unrestricted expense of \$2,562,231.19 was 17.32% of the total budget of \$14,797,517.00. Total revenue over expenditures at August 31, 2015 was \$1,250,797.11. Total cash and investments at August 31, 2015 was \$6,509,467.32.
- B. The El Dorado Conference Center Quarterly Statement of Revenue and Expenses was distributed to the Trustees.

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

- A. Administrative Reports were presented with the following highlights:
Vice President for Finance and Administration – Dr. Barbara Jones, acting VP reported:
 - Conference Center
 - 1. Rhea Lana had by far its largest show ever in August.
 - Financial Reporting
 - 1. Student accounting for fall registration was a challenge with ERP transition, but Financial Aid, IT, Bookstore, and Business Office worked together to resolve issues to cause the least disruption of service to students as possible.
 - Human Resources
 - 1. The HR Office continues to work diligently to coordinate interviews and fill vacant positions.
 - 2. On-line application for employment fully implemented and being utilized.
 - Physical Plant
 - 1. The College's architects are continuing to gather feedback for the new master plan.
 - 2. The Advanced Manufacturing Training Center bids were received in July. As the bid came in higher than estimated, the college is working to secure additional funding before proceeding with the construction project.
 - 3. The Welding Building renovation project is about to commence, as the college received approval from the DOL TAACCCT officials to proceed.
 - 4. The Physical Plant Department is making good efforts to keep work load in house in the areas of HVAC, electrical and plumbing to reduce costs associated with the use of service contractors through development of maintenance skills.
 - Procurement
 - 1. The Procurement Director is beginning the process for the RFQ for On-Call Architect.
- Vice President for Learning – Dr. Mickey Best reported:
 - Business & Information Technology:*
The Computer Information Technology program made application for a "Futures in Technology" Planning Grant that would open the door for a partnership with local high schools, employers, and SAU Magnolia.
 - Career & Technical Education:*
The Career Center high school enrollment is up 18% over last year.
 - Distance Learning:*

Faculty are incorporating more pieces of the latest version of the Blackboard learning management system for all courses offered.

Health & Natural Sciences:

Expressed a huge thank you to Keitha Davidson for serving as interim dean of health and natural sciences.

The pass rates are very strong in many areas and we are continuing to strengthen our relationships with our accrediting groups.

Liberal Arts: noted deadlines for the following

- The 19th annual Writers' Ink creative writing contest submissions are due by Friday, February 19th.
- Submissions to the 18th annual Between the Lines literary magazine will be accepted until Friday, October 2nd (slarkin@southark.edu).
- Thursday, October 1st, is the deadline for submissions to the 15th annual South Arkansas History Journal (kbridges@southark.edu).

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

Jenzabar Transition

Dr. Bullock thanked the Student Services staff for their hard work during the transition to the new Jenzabar computer system. Their dedication to the task (some 15,000 student contacts) led to a successful beginning of the new semester.

Unofficial Fall 2015 Enrollment

Enrollment has maintained the initial drop that was seen in Spring 2015. As of 9/9/15, 65 fewer students enrolled than in Fall 2014 but nearly 1% more students than in Spring 2015. Positive indicators in the current enrollment compared to the previous fall include a 49.1% increase in the number of Hispanic students, a 1.7% increase in male students as a percentage of the whole, and a record number of concurrent students enrolled in area high schools.

Chief Information Officer – Dr. Tim Kirk reported:

1. Enterprise Resource Planning (ERP) upgrade

The Jenzabar training continues and the project is currently on schedule to meet our March 2016 “go live” date.

2. Network Events/Upgrades

The College has deployed software to manage Microsoft and third party software updates (e.g. Java, Flash, etc.)

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

- The fall 2015 census date has occurred and preliminary enrollment figures have been submitted to the state. The SouthArk factcards and dashboard will be updated and posted on the website.

Marketing:

1. In August a total of 23 items were published in service area newspapers.
2. A total of 12 items were submitted to four area print-media outlets.

Corporate:

1. Last year at this time we had 1,153 complete C-Stop. 2015 YTD 2,402 have completed the course. 108% increase.
2. Meetings with Industry partners – Murphy USA and Therma-Flite

Community:

1. In partnership with MCSA, Healthworks, Arkansas Game and Fish Commission and South Arkansas Center on Aging, we did a class called OWLS (Older Wiser Livelier Seniors). The 27 participants learned about birds and created a teacup birdfeeder.
2. We teamed up with Healthworks to sponsor September's HEAT program. HEAT stands for Healthy Eating and Tasting for Individuals 50 and older. We had 48 participants who prepared Cajun dishes.

Academic and Career Achievement Program (ACAP):

1. They are hosting three fundraising events in September.
 - September 11th – 10:00 am-2:00 pm – Car Wash at the Independent Living Lab
 - September 19th – 9:00 am-12:00 pm – Selling Dog Treats at the Boys & Girls Club Dachshund Dash
 - September 24th – 10:30 am-1:00 pm – Hot Dog Lunch at Independent Living Lab

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

1. A reception will be held for the Lecture Series speaker Ndaba Mandela, on Tuesday, September 22, from 4:30 to 6:30 p.m. at the home of Dr. D'Orsay and Karen Bryant. Invitations will be mailed in late August.
2. Preliminary report of the Outdoor Expo which was held on Saturday, September 12th at the El Dorado Conference and Student Center:
 - Sponsorships total \$74,000 to date.
 - 300 ribs were sold
 - Over 70 vendors, exhibitors; over 35 cooking teams; over 100 5k participants.

President

- B. The South Arkansas Arboretum Operational Plan 2015 was distributed to the Trustees for their information.
- C. Mr. Phil Ballard reported SouthArk is celebrating the 10th Anniversary of the Lecture Series this year. Speakers for the 2015-16 Lecture Series are:
 - Our first international speaker, Mr. Ndaba Mandela, "From Prisoner to President: The Mandela Legacy Lives On" on Tuesday, September 22, 2015 at 7PM in the El Dorado Conference Center.
 - The spring speaker will be Mr. P. Allen Smith award winning gardener, designer, TV host and writer, on Thursday, March 10, 2016 at 7PM in the El Dorado Conference Center.
- D. Grant Update

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

X. **Announcements**

Dr. Parks noted the following:

- Dr. Ken Bridges was appointed to the Arkansas Gifted and Talented Education Advisory Board.
- Tonya Kendrix was recently appointed to the Fair Housing Commission and also serves on the ACC Board.

XI. **Adjournment** – The meeting adjourned at 4:35 p.m.

Patty Cardin
Secretary