

Minutes of the Board of Trustees Meeting
Administration Building Board Room
October 20, 2015

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

Absent: Steve Cousins and David Ross

Staff present: Phil Ballard, Dr. Mickey Best, Dr. Jim Bullock, Keitha Davidson, Caroline Hammond, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Tonya Kendrix, Dr. Tim Kirk, Cynthia Reyna, Jim Roomsburg, Justin Small, Carey Tucker, Dr. Stephanie Tully-Dartez, Heath Waldrop, and Ray Winiecki

Others present: Lindsay Duncan (El Dorado News-Times)

- I. Call to Order – Ms. Veronica Creer, vice chair, called the meeting to order at 3:50 p.m.
- II. Recognitions and Awards – Dr. Jones recognized the following:
 - Dr. Ken Bridges was selected for this year’s South Arkansas Historical Preservation Society’s *Keeping History Alive Award*. He will receive the award at the banquet Friday evening, October 23rd.
 - SouthArk Recognitions at the Arkansas Community Colleges Annual Conference
 - Outstanding Faculty: Cindy Meyer, Occupational Therapy Program Director
 - Outstanding Staff: Tara Anglin, Coordinator of Community Education
 - Outstanding Alumni: Melissa Jerry, CFO First Financial Bank; serves on SouthArk Foundation Board of Directors
 - Academic All-Star: Joe Knight is a military veteran & an Associate of Applied Science student majoring in Computer Information Technology.
 - SouthArk faculty/staff that presented at ACC:
 - Vernita Morgan – *Perception of Key Stakeholders on the Hybrid Course Structure*
 - Dr. Mickey Best – *Invite ‘em and They Will Teach....Engaging the Adjunct Faculty*
 - Dr. Stephanie Tully-Dartez – *Opportunities for the Voluntary Framework of Accountability in Arkansas*
 - Dr. John Spencer, Veronda Tatum, Casey Martin, Dean Inman – *Implementing a New Early Alert Strategy*
 - Angela Lopez – *Crisis Intervention*
 - Larry Powell – *Creating a Banner for BlackBoard Using PowerPoint*
 - Dr. Jones and Sherry Howard presented at the NACCE Annual Conference.
Entrepreneurship in Action Partnerships for Regional Economic Development
 - Dr. Jones served on NACCE Panel: *Best Practices in Generating Alternative Revenue on Your Campus*
 - Dr. Jones has been asked to serve on the ADHE Master Plan Steering Committee. She will be chairing the College Readiness work group.
- III. Assessment Report – Highlights of Strategic Plan Outcomes were presented by Dr. Stephanie Tully-Dartez – reported on results up through 2014.
- IV. Regular Meeting Minutes – September 15, 2015 – Cardin/Griffis. Board approved.
- V. Approval of Consent Agenda – Ms. Creer
 - A. Personnel Report – [Dr. Jones presented:](#)
 - New Employees:

Gary Mann	Administrative Specialist I – Career and Technical Education	09.14.15
Rebekah Vaught	Career Coach	09.21.15
Jim McGill	Criminal Justice Instructor	09.23.15
Kristi Rainwater	Financial Aid Analyst	10.01.15
Christie Choate	Fiscal Support Technician	10.01.15
Leslie Gray	Radiologic Technology Program Director	10.12.15
 - Promotions/Transfers/Organizational Changes:

Thomas Brasher	to Grounds Maintenance Supervisor from Skilled Tradesman	09.28.15
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 - Resignations/Retirements/Terminations:

Isaac DuBose	Skilled Trades Helper	09.18.15
Jarvis Henderson	Adviser/Recruiter- TAACCCT Grant	09.30.15

- B. Monitoring Report Policy #25 –ENDS Occupational/Workforce Education – (deferred from September) Cardin/Griffis. Board approved.

VI. Board Committee Reports

- A. Real Estate/Facilities Committee – Mr. Charlie Thomas – no report
B. Personnel/Planning Committee – Mr. Gary Griffis – deferred to Executive Session
C. Budget/Finance Committee – Mr. Steve Cameron presented the committee's recommendation to approve the following fees be implemented Spring Semester 2016: 1) Process Technology Quality Course fee at \$70.00 per semester/supplemental on-line course; and 2) Health Sciences Simulation fee at \$140.00 per semester for select programs. Parks. Board approved.
D. Policy Governance Committee – Mr. Steve Cousins (absent) – no report

VII. Chair's Report – Ms. Creer

- A. Board Process and Performance Monitoring
B. Arkansas Community Colleges (ACC) Annual Conference Update
C. Association of Community Colleges Trustees (ACCT) Annual Leadership Congress Update
D. Annual Institutional Trustees Conference – Pulaski Technical College – North Little Rock – December 7, 2015, 9:00 a.m.–3:00 p.m. Please notify Susan Jordan if you plan to attend.

VIII. Financial Services Report – Mr. Carey Tucker

- A. September Monthly Statements – Mr. Tucker presented the financials in Mr. David Henry's absence. September 2015 highlights include total unrestricted revenue of \$4,599,413.63 which is 31.07% of the total budget of \$14,802,967.00. Total unrestricted expense of \$3,798,334.10 was 25.66% of the total budget of \$14,802,967.00. Total revenue over expenditures at September 30, 2015 was \$801,079.53. Total cash and investments at September 30, 2015 was \$6,777,630.06.

IX. President's Report – Dr. Barbara Jones

A. [Administrative Reports](#)

[Vice President for Finance and Administration – Mr. Carey Tucker](#)

Physical Plant

1. For safety purposes, the Welding building renovation contract has been delayed so work can be done while students are on semester break. Anticipated to be completed by middle of January.
2. CLEAResults, a partner with Entergy and CenterPoint Energy, was on campus to review and discuss utility costs reductions for SouthArk.
3. SouthArk will rebid the AMTC construction project in January.

Procurement

1. Tests were submitted for the Cooperative Reporting portion of Act 557 and awaiting confirmation that tests submission worked properly.

[Vice President for Learning – Dr. Mickey Best](#)

VPL Announcements:

1. SouthArk has been approved for the Regional Advanced Manufacturing Partnership: Building the Pipeline Workforce Initiative Planning Grant. We are part of a consortium in South/Southwest Arkansas with three other community colleges participating in this manufacturing/engineering grant.

Business & Information Technology:

1. Received approval for the Workforce Initiative Planning grant. The project will be called Future in Information Technology and is focused on Union County.

Career & Technical Education:

1. The TAACCCT grant has been extended through March 2017.

Health & Natural Sciences:

1. Registered Nursing – 125 applications were submitted for 32 class slots.
2. EMT/Paramedic – The first Metropolitan Emergency Medical Services (MEMS) Community Paramedic courses in Little Rock metro area will be offered in early 2016. The next self-study report for EMS accreditation is due September 1, 2016.

[Vice President for Student Services – Dr. Jim Bullock](#)

Division of Student Services

1. Enrollment Services

- **Student Advising Coaches**

SouthArk offered booths at the Outdoor Expo and Music Fest to engage attendees in hands-on activities related to programs such as welding, surgical technology, and process technology. In addition, Student Services provided a booth to distribute brochures about enrolling at SouthArk and to collect names of interested prospective students.

- **Transfer Advisor and Career Coach**

SouthArk's transfer advisor and career coach, Tim Johnson, stayed busy in September engaging with school counselors on the high school campuses of Westside Christian, Parker's Chapel, El Dorado, and Strong, as well as with personnel from the El Dorado Promise scholarship to encourage secondary students to transfer successfully to college.

2. Carl Perkins Grant Program

One of the major focuses is on career and soft-skill development. Consequently, Perkins staff were busy in September engaging students by offering workshops and classroom presentations on both campuses on topics such as dress for success, resume preparation, job readiness, and general soft-skill training.

Dr. Parks asked about the final fall enrollment. Dr. Bullock stated the final fall enrollment was 1,560 students. The trend in enrollment decrease is being experienced by community colleges in Arkansas and in the Nation.

Chief Information Officer – Dr. Tim Kirk

1. Enterprise Resource Planning (ERP) upgrade

- The project remains on schedule to meet the March 2016 “go live” date. Jenzabar staff is on campus to further implement and train SouthArk staff.
- Jenzabar staff have completed the first pass import of our PX data sets. The onsite conversion specialist noted that no major issues were observed during the data import.

2. Network Outage

SouthArk experienced a short loss of Internet and Intranet connectivity during a recent electrical outage. No data loss occurred during this outage.

3. Cameras

Ongoing efforts have been made to increase surveillance and security. These efforts are responsible for increasing the total number of cameras to 75 and increasing the amount of footage retained for longer periods of time.

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

1. Facebook Ad Campaign for Industrial Technology broke our previous record for successful social media ad campaigns with a 15% click-through rate. These click-throughs equate to 19,743 unique views and 2,962 website clicks.
2. Five students from the Supplemental Nutrition Assistance Program (SNAP) Grant in the Adult Education department have found employment in the month of September. One student will be featured in an upcoming newspaper article because of recent placement at Milbank which will be her first fulltime job in many years and she attributes this placement to her time in the SNAP program.
3. Lena Wood, Adult Education Director, has been chosen to attend the Arkansas Leadership Excellence Academy through Adult Education.
4. The ACAP students have spent the month working on independent living skills through a virtual community. They have practiced seeking housing, shopping, as well as other skills.
5. Great Lakes brought in students from New York and New Jersey to participate in Basic Operators Orientation Training – BOOT I Camp.
6. Workforce Softskills training is set to rollout in January 2016. Examples of training topics: Communication and Collaboration; Creativity and Innovation; Leadership and Responsibility; Project Management Essentials

Director of Foundation and External Funding – Ms. Cynthia Reyna

1. There were 75 attendees at the Ndaba Mandela Lecture Series reception hosted by Dr. and Mrs. D'Orsay Bryant.

2. The 2015 Annual Report is in progress. It is scheduled to be mailed in mid-December. In addition, an end-of-year giving brochure will be mailed with a letter by the end of November. On Giving Tuesday, a nationwide initiative solicitation for donations, the Foundation will participate via social media.
3. Save the Date – An Evening with the Stars Gala will be held on Saturday, April 2, 2016
4. The second order of 28 bricks for the Heritage Plaza will be placed by in early November. This will add to the existing 125 bricks already installed.

B. Lecture Series Update – Mr. Phil Ballard reported:

- 565 attendees at the Mandela lecture
- The next lecture speaker will be P. Allen Smith on March 10th at 7:00 p.m. in the ECC.
- The Historical lecture series sponsored with the South Arkansas Historical Preservation will be on November 10th in the Library Auditorium. Dr. Carl Moneyhon University of Little Rock will be the speaker.

X. Executive Session (if required)

Motion from the vice chair to move to Executive Session at 4:58 p.m. Griffis/Cardin. Board approved.

Motion from the vice chair to exit Executive Session and return to regular meeting at 5:17 p.m. Griffis/Cardin. Board approved.

- Mr. Griffis, chair of the Personnel and Planning Committee reported that the President's Review and Evaluation by Board shows that Dr. Jones is meeting and/or exceeding the Board's expectations in all areas of review. Board feels Dr. Jones is doing a good job in leading the college. They are overall pleased with the way the college is heading.
- Personnel and Planning Committee recommended a 3% salary adjustment for Dr. Jones based upon the previous year's performance.
- Dr. Barbara Jones expressed appreciation and thanked the Trustees for the input and recommendation. However, Dr. Jones stated that under the circumstances with enrollment down and the tight budget, she is not comfortable/doesn't think it wise to accept more than what the SouthArk employees received which was 1%. Recommendation from the committee, with Dr. Jones' contract amended for 1% pay raise for the president. Board approved.

XI. Announcements/Coming Events

XII. Adjournment – The meeting adjourned at 5:25 p.m.

Patty Cardin
Secretary