

**South Arkansas Community College**  
**Minutes of the Board of Trustees Meeting**  
**East Campus – Center for Workforce Development – Conference Room 103**  
**May 19, 2015**

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

**Absent:** Steve Cousins and David Ross

**Staff present:** Barry Bagwell, Phil Ballard, Dr. Mickey Best, Art Brown, Dr. Jim Bullock, Dr. Michael Chikeleze, Bruce Hankins, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Cynthia Reyna, Jim Roomsburg, Dr. Stephanie Tully-Dartez, Heath Waldrop, 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 3:50 p.m.
  
- II. **Recognitions and Awards** – Dr. Barbara Jones reported the following:
  - Dr. Jones visited with Dr. Parnell and presented him with a SouthArk memento of appreciation for serving on the Board.
  - Welcomed new Trustee Ms. Tasha Sinclair.
  - Ms. Sinclair and Dr. Kermit Parks received board orientation.
  - The Employee Recognition Brunch was held recently. Ms. Bettie Mahony and Dr. Carolyn Langston were recognized for 40 years of service at SouthArk, and Dr. Lura Brown for 35 years. Dr. Parks noted that Donna Hendricks was the recipient of the Baumgardner Award. A complete list of employees that were acknowledged will be provided at next month’s meeting. Dr. Jones expressed appreciation to the Foundation for hosting this event.
  
- III. **Approval of Regular Meeting Minutes** – April 21, 2015. Parks/Thomas. Board approved.
  
- IV. **Approval of Consent Agenda** – Ms. Creer
  - A. Personnel Report – Dr. Jones reviewed the personnel report:
    - New Employees:
    - Jarvis Henderson            SWACCC/TACCCT Grant – Advisor/Recruiter            04.27.2015
    - Promotions/Transfers/Organizational Changes:
    - None to report.
    - Resignations/Retirements/Terminations:
    - Sarah Pasterniak            Recruitment and Student Activities Specialist            04.28.2015
    - Lori Dodson                    Administrative Specialist I    06.12.2015
    - Andrea Drew                    Distance Learning Specialist    06.30.2015
    - Dr. James Young                Electronics Instructor    06.30.2015
  - B. Monitoring Reports
    - Policy # 4 – Financial Planning/Budgeting
    - Policy # 5 – Financial Condition and Activities
    - Policy # 7 – Asset Protection – Dr. Parks asked about web site updates. Dr. Tully-Dartez explained that revisions are being made to the new web site which will be up soon. Per SouthArk’s new web editing policy, a limited number of designated people will be trained to make edits.
    - Policy # 8 – Compensation and Benefits
    - Policy #28 – Community Service – Dr. Parks questioned wording. It was recommended that this will be discussed at the Board Retreat in July.
  - C. Annual Operating Budget – moved to Committee Reports
  - D. Validate Mission Statement
  - E. Provisional Positions
  - F. 2015-2016 Holiday and Vacation Schedule
  - G. Administrative Procedures Manual (APM) - Deferred to June board meetingCardin/Griffis. Board approved all consent agenda items. Board will review the wording of #28 at the Retreat in July.

V. **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 presented the following recommendations from the committee for approval by the Board:
  - To approve the Annual Operating Budget for FY 16 as presented. Board approved.
  - To approve the estimated (\$1.4M) budget and the method of financing proposed for the Advanced Manufacturing Technology Center (AMTC) as presented. Board approved.
- D. Policy Governance Committee – Mr. Steve Cousins (absent) – no report

VI. **Chair's Report** – Ms. Creer

- A. Committee Assignments – Ms. Creer reported the following committee assignments appointed/provided by the chair:
  - Budget/Finance: Steve Cameron, chair; Veronica Creer; Tasha Sinclair
  - Personnel/Planning: Gary Griffis, chair; David Ross; Veronica Creer
  - Real Estate/Facilities: Charlie Thomas, chair; Dr. Kermit Parks; Patty Cardin
  - Policy Governance: Steve Cousins, chair; Veronica Creer
- B. Nominating Committee– Charlie Thomas, Steve Cameron, and Patty Cardin. Ms. Creer noted the chair's appointment of Patty Cardin to replace Mr. David Ross. There were no other nominations. Board approved. The committee will bring nominations for Secretary to the June meeting for voting.
- C. Board Self-Assessment 2014-15 (distributed) – Good assessment. Noted there are a few areas in need of improvement. There was discussion regarding whether or not the Board preferred to address this at the July Retreat. Maybe bring someone in to conduct board development? Dr. Ed Franklin was suggested and Trustees will make a decision at the June Board meeting.
- D. Board Retreat Friday, July 31, 2015 at 8:00 a.m., El Dorado Conference Center
- E. ACCT Annual Leadership Congress – October 14-17, 2015, San Diego
- F. ACC Annual Conference – October 11-13, 2015, Hot Springs Convention Center – Save the Date and let Susan Jordan know if you plan to attend.

VII. **Financial Services Report**

- A. April Monthly Statements – Mr. Bruce Hankins
  - April, 2015 highlights included total unrestricted revenue of \$12,802,997.01 which was 86.79% of the total budget of \$14,752,088.00. Total unrestricted expense of \$11,287,591.38 was 76.52% of the total budget of \$14,752,088.00. Excess revenue over expense at April 30, 2015 was \$1,515,405.63. Total cash and investments at April 30, 2015 was \$7,581,851.20.
- B. Mr. Barry Bagwell, El Dorado Conference Center Director, presented the quarterly Conference Center report. Grow El Dorado web site the City has posted the ECC Virtual Tour/commercial for the conference center. The video will be on the Conference Center web site.

VIII. **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 FY 16 budgeting process is in its final stages of completion. Upon the Board's final approval the budget books will be published and the budget will be uploaded into the POISE system.
    2. The annual audit of the College's June 30, 2014 has been conducted by Arkansas Division of Legislative Audit. The preliminary exit will be held on May 18, 2015. Final exit is expected in Mid-June. The final report will be issued in the late summer.
    3. The Business Office is continuing with its Jenzabar training and implementation schedule.

Interim Chief Administrative Services Officer – Dr. Michael Chikeleze

**Human Resources**

1. The College is undergoing annual performance evaluations for employees.

2. The College has established an internal leadership development academy for the 2015-16 academic year. The inaugural class of nine will apply and be selected by the executive cabinet.

### **Physical Plant**

1. AMTC bid documents about 85% complete; will be ready for bid this summer.
2. Facilities Management completed nearly 300 work orders in April (about 2,100 year-to-date).

### **Contracts and Compliance**

1. The College is preparing for Title IX and Campus Sexual Violence Elimination (Campus SaVE) training for fall.

### Vice President for Learning – Dr. Mickey Best absent, Dr. Jones reported:

#### **Career & Technical Education:**

- The Department of Career Education (ACE) approved the August 2015 startup of an Industrial Technology program at the Secondary Career Center.
- Fifteen automotive and welding students participated in the 2015 State SkillsUSA Conference. Twelve finished in the top 15, 6 in the top 10, and SouthArk had a 4<sup>th</sup> and 5<sup>th</sup> place finishes.

#### **Corporate and Community Education:**

- 9 students completed Basic Operator Orientation Training (BOOT Camp). We have exceed 300 students trained since February 2013.
- 321 students completed C-Stop (Contractor Safety Orientation Training Program) for the month and since January, over 1100 have completed.

#### **Liberal Arts:**

- A proposal for a new Associate of Science in Education degree is being sent to the ADHE coordinating board. The AAT degree is suspended because of changes in teacher licensure.
- SouthArk had a wonderful Arts in April.
- Approximately 210 people attended the “Totally Mozart” concert on April 23.
- Writers’ Ink awards ceremony attracted 80 attendees on April 26.
- Approximately 100 people attended screenings of student produced trailers and short films from the Performance and Media Arts program.

#### **Library:**

- May 8, 2015, SHARE Foundation grant writing workshop opened to the public.
- During the month of May, an exhibit of Larry Powell’s digital photography classes’ photos.

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

Student Services continued its efforts to engage students in the following ways:

1. Student Success Services
  - **Clery Act.** In conjunction with our Title IX Coordinator, Dr. Michael Chikeleze, and the office of Administrative Services, the office of Student Success Services has begun the development of this comprehensive training curriculum, which will be offered in Fall 2015.
  - **Webpage.** The Student Success Services webpage has been revised. New areas added to the Student Services web pages include:
    - Disability Support Services
    - Counseling
    - Engagement, Success, and Wellness Training
    - Clery, Title IX, VAWA, and SaVE Act Training
    - Behavioral Review Team
2. Student Services Division
  - SouthArk administration met with the incoming president and the academic deans of Southern Arkansas University to explore ways that we can expand our partnership.
  - Drs. Jim Bullock, Mickey Best, and John Spencer traveled to Warren, AR, to meet with their high school principal and superintendent to discuss ways that SouthArk might serve Warren High School students. Visits to additional high schools with whom we partner in our service area are planned for coming months.

### Chief Information Officer – Dr. Tim Kirk reported:

#### **Enterprise Resource Planning (ERP) upgrade**

Jenzabar update and training continues. Our data is being uploaded to Jenzabar for them to analyze and map into the new system, which will allow us to train on our data beginning in August.

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

1. SouthArk hosted the fifth, and largest, annual Girls Learning About Math and Science (GLAMS) conference on Tuesday May 12<sup>th</sup>. 259 girls attended from 15 different schools and 1 homeschool group. There were a total of 35 speakers and over 40 volunteers.
2. The third and final cohort of faculty to participate in the Critical Thinking Initiative received training, on identifying critical thinking outcomes in their classes.
3. We are in the process of redesigning our web site. Policies and practices have changed. With a more regimented review schedule, we should improve the quality of the content as time progresses.

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

1. The Annual Employee Brunch was held for 153 employees on May 13<sup>th</sup>.
2. Grant updates:
  - Arkansas Natural and Cultural Resources Council (ANCRC) Grant for the W.F. and Estelle McWilliams House (Calahan residents) – No funding received, invited to apply next year.
  - Working on the Delta Regional Authority States' Economic Development Assistance Program (SEDAP) for the Advanced Manufacturing and Technology Center (AMTC).
  - Working on Department of Labor Apprenticeship for workforce expansion through apprenticeships for the welding program. (Statewide grant application)
  - Working on Health Professions Opportunity Grant (HPOG) to provide assistance and supportive services to health professions students who are Temporary Assistance for Needy Families (TANF) eligible. (Statewide grant application)
3. Save the Date: The 17<sup>th</sup> Annual Outdoor Expo will be held on Saturday, September 12<sup>th</sup>.
4. The Trustees were encouraged to log on to [www.southark.edu/expo](http://www.southark.edu/expo) and to SouthArk Foundation on Facebook to view updates of Foundation and College activities.

Dr. Jones, President:

- B. NACCE Journal article related to entrepreneurship was distributed. Dr. Jones has been asked to serve on panel at their next conference.
- C. Workforce Planning Grants – SouthArk is working with other colleges in SW region to develop a proposal.

**IX. Announcements/Upcoming Events**

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

**XI. Adjournment** – The meeting adjourned at 4:53 p.m. – Cardin. Board approved.