

**South Arkansas Community College
Board of Trustee Meeting - Minutes
September 17, 2019, 3:45 p.m.
East Campus – Center for Workforce Development – Room 121**

Trustees: Steve Cousins, Dr. Kermit Parks, Jose Covas, Gary Griffis, Melissa Jerry, Tasha Sinclair, Crystal Yeager

Via Phone: Wayne Gibson

Staff Present: Benjamin Cagle, Brandi Cotterman, Gary Hall, Caroline Hammond, David Henry, LaBreshia Hicks, Michele Hildreth, Dean Inman, Dr. Barbara Jones, Dr. Tim Kirk, Kathy Modica, Derek Moore, Alejandra Munoz, Dr. Michael Murders, Cynthia Reyna, Philip Shackelford, Mary Kate Sumner, Carey Tucker, Dr. Stephanie-Dartez, Heath Waldrop, Christy Wilson, Ray Winiecki, and Dr. Jim Yates

Others Present: Caleb Slinkard, El Dorado News-Time

- I. Call to Order – Mr. Steve Cousins, Chair, called the meeting to order at 3:45 p.m.

- II. Recognitions and Awards – Dr. Barbara Jones
Recognized the following:
 - Kathy Modica – The Executive Assistant to the President; a seasoned SouthArk Employee of 20 years
 - Members of the SouthArk Leadership Academy Class V (which will start in October 2019)
 1. Andrew Fielder
 2. Gary Hall
 3. Kathy Modica
 4. Alejandra Munoz
 5. Mary Kate Sumner
 - ACC Leadership Representative – Ms. Christy Wilson; also Dr. Murders is representing Union County Leadership Institute for SouthArk and next year Mr. Ray Winiecki will be representing. Dr. Jones stated that she's excited to support the various leaders on campus, and to grow SouthArk's own so that they will be able to represent the college in many different forms and fashions in the future.
 - PBL National Award Winners recognized (complete list was sent out in June). These exceptional students competed against two and four year colleges:
 - Administrative Technology – Abigail Davis 1st place
 - Cyber Security – Daniel Hill 2nd place
Will Clayton 6th place
Brett Carter 7th place
 - Accounting Principles – Bradley Cook 3rd place

- III. Approval of Regular Meeting Minutes – Regular Minutes of May 21, 2019 -**Board approved minutes**. Phone participant: Mr. Wayne Gibson, aye.

- IV. Approval of Consent Agenda – Mr. Cousins asked if any items needed to be moved from the consent agenda to the regular agenda for discussion/comments/questions. There were none
 - A. Personnel Report - Discussion: Mr. Jose Covas asked for the total Employment Count, and Dr. Jones stated there are currently approximately 156 positions filled, and several positions are still open. She also stated employment fluctuates because of grants. Dr. Stephanie Tully-Dartez also stated how employees' transition from one position to another. Chair, Steve Cousins stated he was aware of several SouthArk employees who had left because of personal family reasons such as spouse transfers.

B. Monitoring Reports – Chair, Steve Cousins stated that any trustee could request for any item to be pulled off of the Consent Agenda for discussion, and therefore he requested for the Monitoring Report to be removed due to it being a very long and detailed report (the report is included in the Board Packet for members to review) **Board Approved**. Phone participant: Mr. Wayne Gibson, aye.

1. Student Success Pathways (Policy #23 ENDS 2) – Chair, Steve Cousins stated that Policy #23 was also included in the board packet. Dr Jones gave the highlights of Policy #23 in which she stated that many Board ENDS monitoring reports were compressed under Policy #23 and aligned with strategic planning initiatives. Dr. Stephanie Tully-Dartez went over the formatting and instructions on understanding the codes in the monitoring report. She stated the information in Policy #23 ENDS 2 was composed of SouthArk data, National Student Clearinghouse information from Title IV approved institutions, and IPEDS data. Dr. Dartez proceeded by explaining the data on the charts.

- Conversion to Post-Secondary
- Developmental Success
- Progression
- Completion

Board Approved the Monitoring Report. Phone participant: Mr. Wayne Gibson, aye.

V. Board Committee Reports

A. Real Estate/Facilities Committee – Ms. Kerri Brown – No Report

B. Personnel/Planning Committee – Mr. Gary Griffis, reported they met on Tuesday, August 20th.

1. The Leadership Academy Class IV was required to develop a project that would improve the college. They presented a wellness presentation – “Arkansas Healthy Employment Lifestyle Program” (AHELP) which was well presented and received. This project is voluntary and provided to state agencies at no cost. It is designed to help Arkansans become physically active, eat healthier, and quit tobacco use. The mission of this program would be to create a worksite culture that would support healthy lifestyle choices. **Board Approved**. Phone participant: Mr. Wayne Gibson, aye.

C. Budget/Finance Committee – Ms. Melissa Jerry, reported they met on Tuesday, September 17th.

1. The committee discussed the “Plant Fund Project Budgets” which started with a beginning balance income of \$2,528,597.68 plus the added income of \$1,531,140.00 and ended with a budget balance of \$4,059,737.68.

Board Approved. Phone participant: Mr. Wayne Gibson, aye.

D. Policy Governance Committee – Mr. Steve Cousins – No Report

VI. Chair’s Report – Mr. Cousins

A. Board Process and Performance Monitoring – Mr. Cousins reported on the Search Committee. He stated the Board, Faculty, Staff and Public spoke with the R.H. Perry Team and all visits went well.

B. Appointment of Nominating Committee for Officers (Odd Numbered Year) – Ms. Kerri Brown, Ms. Melissa Jerry and Mr. Gary Griffis were appointed to serve again.

C. Board Review & Approve President’s Annual Goals- Dr. Jones stated her goals included completing and moving employees back into the Administration Building, completing the McWilliams House project phases (complete list in the Board Packet). Motion made to accept goals. Griffis/Yeager. **Board approved.** Phone participant: Mr. Wayne Gibson, aye.

D. Reminders:

1. Arkansas Community Colleges (ACC) 31st Annual Conference – October 13-15, 2019, Little Rock
2. Association of Community College Trustees (ACCT) Annual Leadership Congress – October 16-19, 2019, San Francisco, California
3. State Annual Trustees Conference – November 1, 2019 at UA-Pulaski Technical College
4. Commencement – Thursday, December 12, 2019 – 6:00 p.m. – El Dorado Conference Center

VII. Financial Services Report – Mr. Carey Tucker

- A. May Monthly Statements
- B. June Monthly Statements -June 30th is the end of the Fiscal Year
- C. July Monthly Statements
- D. August Monthly Statements
- E. El Dorado Conference Center Quarterly Marketing Report

VIII. President's Report – Dr. Barbara Jones (See President's Update)

The Board Approved to send a special Thank You Card to Susan Jordan for her many years of service

A. Administrative Reports

1) **Finance and Administration** – Mr. Carey Tucker

- The Conference Center Roof Repair is completed.
- Administration Building Furniture has been placed.
- Move-In scheduled for next week.
- The Heritage Plaza Fountain has been repaired.
- The Computer Tech Roof is almost completed.
- Restoration of Gym has been estimated to be completed by May 1st. Building Specifications being developed now. Construction anticipated to begin in December.
- Received a \$1,000 Grant from Walmart to help with security cameras.
- Benefits changes – Delta Dental increased by 7%.

2) **Academic Affairs** – Dr. Michael Murders

- The academic deans attended the National Conference for Academic Deans in Conway in July.
- ASU recruiter on campus 4 days per week. The college is providing an office in University Center in TEC.
- SouthArk hosted a site visit by Prometric in pursuit of being a designated site for Certified Nursing students. (The goal is for students to earn a CNA before they graduate high school).
- The NSF Grant provided four professional development opportunities in August for faculty.
- 5th annual South Arkansas Teachers engaged in the STEM workshop held this summer.
- ACOTE accepted Interim Report from the OTA Program.
- Phlebotomy was re-approved by the National Accrediting Agency for Clinical Laboratory Sciences.
- EMT Fall enrollment increased to 15.
- RN Program had 240 applicants to apply, and in January they will accept 48 students.

3) **Student Affairs – Dr. Derek Moore**

- SouthArk had 86 graduates this summer with 110 degrees awarded.
- Fall enrollment as of 9/5/19 was at 1,469.
- Student support – SouthArk has the Food Pantry & Clothing Closet.
- Men and women basketball programs will begin this year (13 men home games & 9 women home games).
- “Meet the Stars” basketball is scheduled for October 8th at Barton Jr. High Gym.
- Achieving the Dream event – Holistic Student Services project continues.
- Constitution Day today on campus – voter’s registration for students.

B. President’s Update

Updates:

- Any funds remaining from the ANCRC Grant for gymnasium renovation will be used to complete the McWilliams House exterior.
 - Applied for the Blue & You Grant.
 - Applied for the new Harwood Grant.
 - Met with MCSA to re-affirm SouthArk’s partnership.
 - Researching other student housing options.
 - Dr. Jones - Placed on the ACC Workforce Development committee.
 - Outdoor Expo – thanked everyone that participated and worked in the hot temperature (183 volunteers).
 - Annual Fund Drive – Emphasized that donations to Foundation helps our students and programs (envelope in the board packet).
 - Continuing Education has expanded – now offering courses on Bee Keeping, Spanish, and Culinary skills.
 - The speaker for the Fall 2019 Convocation was Dr. Laurie Fladd (Achieving the Dream & SouthArk Holistic Student Services project).
 - Currently waiting on the Harwood Grant (The current focus is to enhance C-STOP training with additional information on Hazards Communications). The proposed grant for next year is focused on Personal Protective Equipment training.
 - Adult Education Director is working with Conifex with Dislocated Worker Assistance.
 - October 28th @ 1:00 -The Senate State Agencies and Governmental Affairs Committee and the House Aging Children and Youth-Legislative Military Affairs Committee (the focus will be on veteran services) will meet in El Dorado in the ECC.
1. SouthArk Lecture Series Update – Dr. Jim Yates
 - The speaker for this year lecture series will be Mr. Spencer Stone – SouthArk Library Auditorium October 10th at 7:00 p.m.
 2. CCSSE Report & Highlights
 - The CCSSE report will be placed on the SouthArk website.
 - Summary on major highlights included in Board folder.
 3. Arkansas Community Colleges (ACC) Updates
 4. Legislative Committee Meeting in El Dorado
 5. Thomas 1905 Administration Building and McWilliams House Grand Reopening to be scheduled in November upon completion of outside work.

IX. Executive Session (if required)

X. Announcements

XI. Adjourned - 5:23 p.m.

Dr. Kermit Parks, Secretary