

South Arkansas Community College
Minutes of the Board of Trustees Meeting
East Campus – Center for Workforce Development Building – Conference Room 103
April 15, 2014

Trustees present: Steve Cameron, Steve Cousins, Patty Cardin, Veronica Creer, Vicki de Yampert, Dr. Marc Parnell, David Ross and Charlie Thomas

Absent: Vicki de Yampert

Staff present: Tara Anglin, Dr. Belinda Aaron, Phil Ballard, Art Brown, Dr. Jim Bullock, Dr. Val Cantú, Bruce Hankins, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Jamie McConathy, Cynthia Reyna, Jim Roomsburg, Dr. Stephanie Tully-Dartez and Heath Waldrop

Others Present: Sherelle Black (El Dorado News-Times) and Gary Griffiths

- I. **Call to Order** – Mr. Steve Cousins, chair, called the meeting to order at 3:48 p.m.
- II. **Recognitions and Awards** – Dr. Jones acknowledged the following:
 - A. Health Science Technical students Concepcion Ortega and Denekqua Terry recently competed at the Health Occupations Students of America (HOSA) Conference and placed third in the Medical Careers Display category. They are eligible to compete at nationals in Memphis, Tenn., this summer and are eligible for a SouthArk scholarship.
 - B. SouthArk Phi Beta Lambda (PBL) members competed against PBL members from two and four-year colleges in Arkansas at the 2014 Arkansas Leadership Conference in Little Rock. The team won the 2014 Associate Sweepstakes Trophy by winning more awards than any other two year college. SouthArk student Anne Moses is the Arkansas PBL Member of the Year. Donna Hendricks received special advisor award.
- III. **Approval of Regular Meeting Minutes** – March 18, 2014. Board approved.
- IV. **Approval of Consent Agenda** – Mr. Cousins
 - A. Personnel Report – Dr. Jones introduced SouthArk’s new Vice President for Finance and Administration Dr. Belinda Aaron. Mr. Cousins welcomed new board member Mr. Gary Griffiths of Great Lakes as a guest and informed the trustees that he will be official by the next board meeting.

New Employees:

Jessica Dorrell	Administrative Specialist I	03.19.14
Nakita Artis-Chatman	Healthy Communities Project Director	04.07.14
Dr. Belinda Aaron	Vice President for Finance and Administration	04.14.14
Elizabeth Little	Accountability & Communications Specialist	05.06.14

Promotions/Transfers/Organizational Changes: none to report

Resignations/Retirements/Terminations:

Matthew Jeffers	Health Science Professional Development Center Director	03.31.14
Sheila Jones	Institutional Services Assistant	04.11.14
Devyn Brakeman	Financial Accounting Manager	04.15.14
 - B. Approval of Proposed 2014-2015 Tuition and Fees Schedule (deferred from March meeting) presented as Board Committee Report.
- V. **Board Committee Reports**
 - A. Real Estate/Facilities Committee – Mr. Charlie Thomas – no report
 - B. Personnel/Planning Committee – no report
 - C. Budget/Finance Committee – Mr. Steve Cameron – Committee recommended to approve increase in tuition and fees as presented. Board approved.
 - D. Policy Governance Committee – Mr. Steve Cousins – no report

VI. **Chair's Report** – Mr. Cousins

- A. Board Process and Performance Monitoring – Mr. Cousins noted that the Board should be open for comments from anyone at any time. He feels the board participates very well.
- B. Board Retreat (finalize date) – Following an electronic poll, the Trustees determined that the Board Retreat will be held on Friday, July 18 and will be held at the Conference Center.

VII. **Financial Services Report**

- A. Monthly Financial Reports (March 2014) – Mr. Bruce Hankins

March highlights included total unrestricted revenue of \$11,056,201.80 which was 76.43% of the total budget of \$14,465,140.90. Total unrestricted expense of 9,962,052.08 was 68.87% of the total budget of \$14,465,140.90. Excess revenue over expense at March 31, 2014 was \$1,094,149.72. Total cash and investment at March 31, 2014 was \$8,232,716.72.

\$31,035 was allocated from the contingency budget to fund unbudgeted items in the following areas: \$20,900 for Physical Plant for additional maintenance supplies and HVAC services for the Computer Technology building. \$4,835 for instructional expense for distance learning supplies, and \$5,300 for institutional expense for additional job advertisements and program review expense.

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

- A. The Administrative Reports were presented with the following highlights:
Vice President for Fiscal Affairs: Mr. Hankins, controller
 1. Dr. Belinda Aaron, new Vice President for Finance and Administration, joined SouthArk on April 14, 2014.
 2. Auditors from the Division of Legislative Audit are currently conducting the audit of our Financial Statement and records for the fiscal year ending June 30, 2013. The audit field work is scheduled through April 30, 2014.
 3. The 2015 Budget development process is continuing, and will be completed by in May.
 4. Mr. Graham Peterson presented construction update on the Heritage Plaza and Summit Street Parking lot.

Dr. Val Cantú, Vice President for Learning:

1. This summer the Corporate and Community Education LEGO Academy is expanding the STEM offerings through a partnership with [Black Rocket Productions](#). A Digital Arts, Technology and STEM camp for area youth ages 8-14 will be added.
2. Recently, a consultant visited the college to review the associate of arts program. He encouraged us to make our student outcomes assessment program easier to understand and suggested including assessment in faculty evaluation. He did identify our professional development as being “exemplary.” We will submit a response to the consultant’s report. The self-study documents, the consultant’s report, and the college’s written response will be sent to ADHE.

Dr. Jim Bullock, Vice President for Student Services:

The College must comply with federal regulations that are affected by and affect student activity as well as the general operation of the campus. A Clery Act Compliance Manual containing updated and expanded policies and procedures to fulfill the federal requirements of the Clery Act, Title IX, and the Violence Against Women Act was submitted for campus approval. A more detailed set of procedures for handling student misconduct was also submitted for campus approval.

Tim Kirk, Chief Information Officer:

1. Technical preparations to support SouthArk's upgrade to its Jenzabar PX / POISE business process management software are in the final stages and software installation should begin next week. Jenzabar publicly announced its acquisition of ESP as a support group at the Poise Users' Group meeting. College

staff will be meeting with Jenzabar/ESP staff in Hot Springs tomorrow to work through implementation timelines.

2. The emergency notification internal warning beacons and the external loudspeaker installation is complete and the system tested. Vendor technicians will be on site next week for customization, training, and to integrate the system with the Blackboard Connect mass text/email/phone software. The parking lot emergency phones have been received. All preliminary wiring has been completed and local contractors are submitting quotes for installation.
3. The College will install additional security cameras in the Workforce and Mc Gee buildings on east campus as well as relocating some cameras to monitor the Health Science parking lot.
4. The College has completed an upgrade of the software supporting WiFi on campus and will be initiating a pilot project in the Conference Center to modernize its WiFi solution.

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

SouthArk received its Performance Based Funding Data from the state and met its goal. We will be awarded the appropriate number of performance based funding points for the year. The numbers indicate that SouthArk's strategic initiatives and other focused activities are keeping the college on track to show continuous improvement in the mandatory and non-mandatory categories identified for this funding model.

Cynthia Reyna, Director of Institutional Advancement and Foundation:

- Heritage Plaza Buy a Brick campaign continues. \$100 per brick.
- Tickets are available for purchase at \$125 per person for An Evening with the Stars to be held on Friday, May 2, 2014.
- Please RSVP by April 16 for the Foundation Donor/Scholar Luncheon scheduled for Tuesday, April 22, at noon in the El Dorado Conference Center.
- Requested the ratification by the Board of Trustees for Mr. Kent Rice, new Foundation Board of Director. Mr. Cousins entertained a motion to approve this ratification. Parnell/Cardin. Board approved.

Dr. Barbara Jones:

The Vice President for Learning search has begun. A committee has been assigned and will start reviewing applications this week.

The seven community colleges of the SWACCC/RAMP DOL grant will host an Employer's Summit at UACC-Hope to discuss the needs for a trained workforce in Advanced Manufacturing. Greg Taylor, now at Martin, is leading the regional employer advisory council.

Dr. Jones attended the AACC conference in Washington DC. Received national and federal updates.

Dr. Jim Bullock, Dr. Stephanie Tully-Dartez, Denise Robledo, Linda Bates, Genevieve White and Dr. Jones attended the Higher Learning Commission annual meeting in Chicago, IL and returned with many ideas to help the College meet the criteria required for accreditation.

Mr. Phil Ballard reported that Olympic Gold Medalist Shannon Miller will be our Lecture Series speaker on April 17, at 7:00 p.m. Ms. Miller is the most awarded gymnast, male or female, in U.S. history. This event is co-sponsored with Medical Center of South Arkansas, with their Women's Health Ladies Night Out beginning at 6:00 p.m.

- IX. **Executive Session** (if required) – Motion to move to executive session to discuss personnel. Ross/Parnell.
- X. **Announcements/Upcoming Events**
- XI. **Adjournment** – The meeting adjourned at 5:00 p.m.

Respectfully submitted,
Marc D. Parnell, O.D., Secretary