

**South Arkansas Community College
Board of Trustees Meeting – Minutes
November 15, 2016, 3:45 p.m., Administration Building Board Room**

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

Absent: Patty Cardin, Steve Cousins, and Tasha Sinclair

Via phone: David Ross

Staff present: Barry Bagwell, Dr. Mickey Best, Dr. Jim Bullock, Bill Fowler, Caroline Hammond, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Robert Norman, Cynthia Reyna, Philip Shackelford, Justin Small, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, Heath Waldrop, Nancy Whitmore, Ray Winiecki and Dr. Jim Yates

Others present: Student Government Association students: Richard Dunlap, Teresa Hampton, Heather Johnson, Kaitlyn Baier, Cordaveon Taylor, and Brittany Williams (El Dorado News-Times)

- I. Call to Order – Ms. Veronica Creer, vice chair, called the meeting to order at 3:45 p.m.
- II. Recognitions and Awards – Dr. Barbara Jones recognized and introduced SouthArk’s Student Government Association Richard Dunlap, Teresa Hampton, Heather Johnson, Kaitlyn Baier, Jasmine Ray, Cordaveon Taylor, and advisor, Dean Inman. Noted 9 SouthArk students and advisor attended the Association of Community Colleges Annual Student Leadership Academy at the 4-H Center in Little Rock.
- III. Approval of Regular Meeting Minutes – October 18, 2016 – Thomas/Parks. Board approved.
- IV. Approval of Consent Agenda – Ms. Creer
 - A. Personnel Report was presented by Dr. Jones.

SouthArk new employees:

Sally Ruff	Administrative Specialist I – Career and Technical Education	October 24, 2016
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SouthArk promotions/transfers/organizational changes:

Brandi Cotterman	Interim Payroll Coordinator to Payroll Coordinator	October 25, 2016
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SouthArk resignations/retirements/terminations/contract non-renewals:

Marguerite Rogers	Assistant to the Vice President for Learning – retiring	December 31, 2016
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 - B. Monitoring Reports
 - Policy #2 – Treatment of Students
 - Policy #3 – Treatment of Employees
 - Policy #4 – Financial Planning/Budgeting
 - Policy #5 – Financial Conditions and Activities
 - Policy #7 – Asset ProtectionGriffis/Thomas. Nay – Dr. Parks
- 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 – no report
 - D. Policy Governance Committee – Mr. Steve Cousins/Ms. Creer – no report
- VI. Chair’s Report – Ms. Creer
 - A. Board Process and Performance Monitoring
 - B. Reminder: Statement of Financial Interest Due in January
 - C. State Annual Trustees Conference will be on December 9th from 9 a.m. to 3 p.m. at Pulaski Technical College in North Little Rock. Please notify Susan Jordan if you plan to attend.
 - D. ACCT Legislative Summit February 13-16, 2017 in Washington, DC.
- VII. Financial Services Report – Mr. Carey Tucker presented:
 - A. October Monthly Statements

October 2016 highlights included total unrestricted revenue of \$5,149,726, which is 36.46% of the total budget of \$14,125,436. Total unrestricted expenses of \$4,289,603, which is 30.37% of the total budget of \$14,125,436. Total revenues over expenditures at October 30, 2016 were \$860,123. Total cash and investments at September 30, 2016 were \$7,603,326.

VIII. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

Conference Center

1. The conference center bookings continue to be strong through December. The Memphis Flea Market a new, major event is scheduled for Friday through Sunday, December 2-4.

Finance

1. Financing was approved and finalized for the Johnson Controls performance contract. The loan officially closed with Bank of American on October 28.
2. A conference call was held to finalize financial reporting with the EDA grant for the AMTC. The College will work with the Southwest Arkansas Planning and Development District for all reporting to the EDA.

Physical Plant

1. The maintenance department distributed holiday decorations this week and hung lights on campus facilities.
2. The Heritage Plaza fountain was repaired. Local Master Gardeners gave tips and insights on how to better maintain landscaping at the plaza.
3. A ramp for the ACAP building was constructed. Kudos to Joey McAdams for leading this project.

Procurement

1. Preparation is ongoing for two major bid proposals in the near future. Bids for Phase 2 of the McWilliams House restoration will begin in early December. Bids for AMTC will begin in early January.

Vice President for Learning – Dr. Mickey Best:

Career & Technical Education:

1. 17 students have earned American Welding Society (AWS) certifications. This is an industry recognized credential.

Distance Learning:

1. Fall 2016 student course evaluations of faculty performance will be released through Blackboard (and emailed) on November 16, 2016.

Liberal Arts:

1. Christy Wilson, Ashley Dougan, and Vernita Morgan attended a Math Pathways meeting in Little Rock on Friday, October 28. Vernita is on the Math Pathways Task Force and presented at the meeting.
2. SouthArk's honor society chapter, Alpha Gamma Iota Phi Theta Kappa, held its induction for new members on November 10.

Library:

1. The SouthArk Events Task Force, has been created in support of ways to enhance college-wide programming and will be housed under the purview of the Library Committee.

Dr. Best added that in the area of the SouthArk Process tech internships 11 students are preparing for spring placement.

Vice President for Student Services – Dr. Jim Bullock

Higher Learning Commission (HLC)

1. Preparations for the upcoming visit of the HLC review team on November 28-29 continue to dominate campus life. The administration hosted Campus Conversations on both East and West Campuses in October and November, with HLC prep one of the highlights of the discussions.
2. SouthArk completed and submitted the Assurance Argument to HLC on Wednesday, October 26, five days ahead of the deadline.

Student Services Division

1. **Outreach and Enrichment Events that occurred in October:**

- A. **Manufacturing Day**, October 4, East Campus. Nearly 200 people attended this event that emphasizes introducing the public to education and careers in manufacturing. Eighteen representatives from industry and education were able to connect the trade skills training available at SouthArk with manufacturing jobs in area.

- B. **Job Readiness Workshop**, October 11. This event, co-presented by the National Emergency Grant, Student Success Services, the Carl D. Perkins grant program, and the Career Pathways grant program, provided to 32 individuals, 14 of whom were college students and seven of whom were unemployed, job readiness training that consisted of resume review, mock interviews, and tips on dressing for success.
- C. **Fall Fest and Senior Day**, October 13. SouthArk **engaged** 35 high school seniors from the region for the second annual Senior Day, giving them an introduction to what the college has to offer, including participation in the annual Fall Fest held annually for SouthArk students.
- D. **College and Community Job Fair**, October 18. Soft skills expert Brooks Harper **engaged** approximately 160 of the 192 individuals who attended the fair, co-presented by the National Emergency Grant, Student Success Services, the Carl D. Perkins grant program, and the Career Pathways grant program. Of those who attended, 41% were SouthArk students, 5.7% were veterans, and 21% had been laid off from jobs. Assisting in the fair were 22 local businesses, SouthArk recruiters, U.S. Army recruiters, and two state agencies.
- E. **Union County College Night**, October 18. Over 250 secondary students from El Dorado, Parkers Chapel, Smackover, Columbia Christian, and Junction City High Schools attended this event at the El Dorado Conference Center to explore options for postsecondary education from the 25 colleges and universities that participated.

Chief Information Officer – Dr. Tim Kirk

Enterprise Resource Planning (ERP) upgrade

IT staff continue to work with all SouthArk staff and module managers to refine their business practices and to familiarize themselves with Jenzabar EX.

Classroom upgrades

An order has been placed for classroom life cycle computers. All classroom computers in the Health Sciences Center will be replaced during the semester break. HSC272 will be increased to 42 workstations to accommodate the increased enrollment in nursing. Equipment in TEC209 will also be replaced during the break. 38 of these units will be refurbished and used to replace older units in inventory.

Data Center Upgrade

An order has been placed for the data center upgrade. Part of the ongoing equipment lifecycle, this upgrade will permit OIT staff to decommission 6 year old equipment.

Wi-Fi network upgrade

OIT staff continue the process of decommissioning the College's legacy BlueSocket Wi-Fi network (26 access points are being replaced with new Enterasys units capable of supporting more devices with greater bandwidth). When completed, Conference Center traffic will be isolated from the SouthArk network.

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

Institutional Effectiveness and Research

- 1. Bryce Faulkner from the IER department and Student Services personnel attended a two day Perkins workshop and training.

Marketing

- 1. The new promotional video for the college launched on YouTube in the first week of November.

Corporate Education

- 1. The first student received his MSSC Certified Production Technician credential. Other CPT students will complete their certification in November and December.

Business and Community Education

- 1. Six students will complete the Certified Kitchen Cook program on November 17th.

Director of Foundation and External Funding – Cynthia Reyna

1. **Grants**

- A. Received \$16,459.31 from American Association of Retired Persons (AARP). "Work for Yourself +50". The purpose of this project is to assist older vulnerable adults assess opportunities to pursue self-employment and build the skills and connect with resources that will enable them to be self-sufficient.

2. **Projects**

- A. The 2016 Annual Report will be mailed December 8 – 1,000 solicitation letters mailed.
- B. Social Media Campaign – The Foundation will be participating in "Giving Tuesday", an initiative that follows Black Friday and after Cyber Monday.

- B. Mr. Barry Bagwell presented the third quarter El Dorado Conference Center Marketing Report
- C. Lecture Series Update – Dr. Jim Yates
 - 1. The Lecture Series Committee met on October 27th to debrief the Clint Hill lecture and began to develop next year’s events. A list of potential speakers will be provided to the president after the January committee meeting.
 - 2. Tim Ernst will be the speaker on March 9, 2017. Mr. Ernst is a long-time outdoorsman, hiker and is Arkansas’ Wilderness Photographer.
- D. Higher Learning Commission (HLC) – Dr. Jones
 - 1. Assurance Argument – noted that items to help prepare Trustees for the visit are in their folders
 - 2. Federal Compliance
 - 3. Campus Conversations – Dr. Bullock mentioned in his Student Services report.
- E. Legislative Topics
 - 1. Governor’s Announcement: Higher Education Productivity Formula will be proposed to the legislature. If approved, it will focus on outcomes not just enrollment.
 - 2. Legislative Budget Hearings – Dr. Jones and Mr. Tucker attended and presented budgets and they were approved.
 - 3. New State Legislators – Dr. Jones will meet with our new State Legislator Sonia Barker and State Senator Trent Garner in December. She will also meet with Matthew Shepherd, Eddie Cheatham and Jeff Wardlaw.
 - 4. Spring Legislative Session begins in January.
- F. Veterans Day Event was held on November 9th at the Heritage Plaza flag court. Mr. Tucker and Dr. Sterling Claypoole organized the activity. Several SouthArk student veterans presented service creeds for the different branches of the service. Robert Rupp, CEO of MCSA, a SouthArk Foundation Board member, and a veteran, was the guest speaker.
- G. Activities/Presentations
 - Dr. Bullock and Dr. Jones spoke at Rotary.
 - Dr. Jones spoke at the Delta Kappa Gamma meeting.
 - Dr. Jones presented at the Smackover/Norphlet School Board meeting.
 - Dr. Stephanie Tully Dartez led the effort for the Million Women Mentors.
 - SouthArk partnered with the Chamber for the Spirit of South Arkansas Small Business Awards.
 - Veronda Tatum presented on scholarships to the Kiwanis group.

IX. Announcements

- 1. Trustees were reminded of their meeting with the HLC team on November 28 at noon.

X. Executive Session (if required) – none

XI. Adjournment – 4:59 p.m.

Patty Cardin, Secretary