

South Arkansas Community College
Minutes of the Board of Trustees Meeting, Administration Building Board Room
January 20, 2015

Trustees present: Steve Cameron, Veronica Creer, Gary Griffis, Dr. Marc Parnell, Charlie Thomas

Absent: Patty Cardin, Steve Cousins, David Ross, and Vicki de Yampert

Staff present: Phil Ballard, Dr. Mickey Best, Art Brown, Dr. Jim Bullock, Dr. Michael Chikeleze, Dr. Stephanie Tully-Dartez, Bruce Hankins, Lathan Hairston, Dean Inman, Dr. Barbara Jones, Dr. Tim Kirk, Jamie McConathy, Heath Waldron, and Ray Winiecki

Others present: Marcus Gaut

- 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 announced the AB City of Distinction Award for Workforce Development (2014).
- III. **Approval of Regular Meeting Minutes** – November 18, 2014. Thomas/Cameron. Board approved.
- IV. **Approval of Consent Agenda** – Ms. Creer
 - A. Personnel Report – Dr. Jones reviewed the personnel report and introduced Dr. Mickey Best, the new Vice President for Learning and Dr. Michael Chikeleze, Director of Administrative Services.
New Employees:

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|-----------------------|--|----------|
| LaBreshia Hicks | Fiscal Support Technician | 12.01.14 |
| Dr. Mickey Best | Vice President for Learning | 01.05.15 |
| Dr. Michael Chikeleze | Director of Administrative Services | 01.05.15 |
| Katie Farrin | Part-Time Administrative Specialist – Marketing & Communications | 01.05.15 |
| Corina Hammonds | Fiscal Support Technician | 01.05.15 |
| Jacob Smith | Biology Instructor | 01.12.15 |

Promotions/Transfers/Organizational Changes:

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| Keith Everett | to Biology Instructor from Temporary Biology Instructor | 01.12.15 |
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Resignations/Retirements/Terminations:

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|-------------------|---|----------|
| Matthew Connior | Biology Instructor | 12.31.14 |
| Joe Murray | Grounds Maintenance Supervisor | 12.31.14 |
| Lucy Carr | Administrative Specialist II – Student Services | 01.05.15 |
| Dr. Belinda Aaron | Vice President for Finance & Administration | 01.05.15 |
| Sue Bowman | Peer Instructional Review Coordinator – Perkins Grant | 01.06.15 |
 - B. Monitoring Reports
Policy # 4 – Financial Planning/Budgeting
Policy # 5 – Financial Condition and Activities
Policy # 7 – Asset Protection
Policy # 27 – Lifelong Learning
 - C. Approval of Board Expense Reimbursement
 - D. Approval of Promotional Items
Parnell/Griffis. Board approved all consent agenda items A-D.
 - E. Ratification of Arboretum Committee Member – Keith Everett, SouthArk Biology Instructor.
Cameron/Parnell. Board approved.
- V. **Board Committee Reports**
 - A. Real Estate/Facilities Committee – The Real Estate/Facilities Committee recommended the purchase of the lot and buildings located at 411 South West Avenue; appraised value of \$286,000. This property will

be used for additional parking and storage. The Real Estate/Facilities Committee also recommended the demolition of the house located at 431 Wesson Street. Board approved.

- B. Personnel/Planning Committee – no report
- C. Budget/Finance Committee – no report
- D. Policy Governance Committee – no report

VI. **Chair's Report** – Ms. Creer

- A. Board Process and Performance Monitoring

VII. **Financial Services Report** – Mr. Lathan Hairston

- A. Monthly Financial Reports (November and December 2014) – Mr. Bruce Hankins

November highlights included total unrestricted revenue of \$6,256,173.79 which was 42.24% of the total budget of \$14,809,439. Total unrestricted expense of \$5,661,558.10 was 38.23% of the total budget of \$14,809,439. Excess revenue over expense at November 30, 2014 was \$594,615.69. Total cash and investment at November 30, 2014 was \$6,575,548.23.

December highlights included total unrestricted revenue of \$7,036,932.02 which was 47.47% of the total budget of \$14,824,631. Total unrestricted expense of \$6,721,289.35 was 45.34% of the total budget of \$14,809,439. Excess revenue over expense at December 31, 2014 was \$315,642.67. Total cash and investment at December 31, 2014 was \$7,109,034.47.

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

- A. Administrative Reports were presented with the following highlights:

Mr. Lathan Hairston, Interim Vice President for Finance and Administration:

1. The timber crop harvest on the East Campus is complete. Two acres were clear cut and 16 acres were select cut for a total revenue of almost \$40,000.
2. The College's proposed Catastrophic Leave Bank Policy has been approved by the State of Arkansas Office of Personnel Management and the Executive Cabinet. Employees may now donate time to this bank to help others in times of crisis.

Dr. Mickey Best, Vice President for Learning:

1. Letters of notification were sent to ADHE in December – one for an advanced Certificate of Proficiency in Welding and the other an Associate in Applied Science in Industrial Technology/Mechatronics.
2. **Liberal Arts:**
Jennifer Baine was selected as the college's first program director of the associate of arts program.
3. **Career and Technical Education:**
The welding program recently had its NCCER accreditation site visit with accreditation expected in early spring. The Automotive Technology program recently had its site visit for NATEF reaccreditation of the program which is expected later in January.
4. **Business & Technology/Continuing Education:**
Great Lakes Solutions has entered into an agreement with SouthArk to provide an on-site Principles of Quality course for the Process Technology Program. This endeavor is part of a TAACCCT Grant SouthArk has received to link skilled workforce with industry.

Dr. Jim Bullock, Vice President for Student Services:

1. **Veterans Services:**
Military organization Project South donated cords for SouthArk graduates who are veterans to wear at Fall 2014 Commencement in December. Project South, along with other donors, provided furnishings for a new study lounge for student veterans in the Business and Technology Building.
2. **Career Pathways Grant Program:**
Reported an impressive 100% employability rate for program completers for FY 2015.

Dr. Tim Kirk, Chief Information Officer:

1. Demonstrated the ability to access any projector on the West Campus with a computer. The ability to access East Campus is under construction.
2. The ERP upgrade to Jenzabar is due for implementation in March 2016 with a fall back date at the end of July 2016.

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

1. The Faculty Course Assessment Committee has spent several months developing new College-Wide Student Learner Outcomes. Graduates should have these skills when leaving SouthArk: Critical Thinking, Communication, and Responsibility.
2. IPEDS data has been collected. This data includes the first-time full-time 150% (3 years to complete degree vs 2 years) graduation rate of 13% which is the highest it has been in four years.

Cynthia Reyna, Director of Foundation and External Funding: (Presented by Dr. Jones)

1. Calahan House Renovation Phase I is near completion. There will be a walk-through on Friday. We will be applying for a second grant to the Arkansas Natural and Cultural Resource Council for Phase II of the Master Plan. This request will be approximately \$300,000.
2. 400 hard copies of the Foundation Annual Report were mailed and 1,500 were distributed by Constant Contact email.
3. The Foundation hosted a reception for over 260 performers, students, and guests that participated in the outstanding Renaissance Choral Recital presented on Monday, December 15, 2014.

Dr. Barbara Jones:

Dr. Jones noted the items in the folder:

1. **Letters of Notification.** These are for programs that are already in but will be expanded to include CPs or the AAS degree. Expect approval by AHECB by the end of January.
2. **Copy of the article “The Furniture Effect”** This article discusses the advantages and benefits of having places for students and faculty to gather on campus. SouthArk has, in the last few years, added several locations of indoor and outdoor seating as demonstrated by photos submitted by Dr. Tully-Dartez and Health Waldrop.
3. **Proposed Advanced Manufacturing Training Center (AMTC):** This handout shows the proposed AMTC building. It will be partial concrete block and partial metal building. There will be an outside area for training in all-weather conditions. El Dorado Chemical has agreed to put in 150 feet of rail-line and Martin Lubricant will donate railcars for loading and off-loading training.
4. **Community College Work\$ brochure**
5. **Lecture Series:** Phillip Ballard, Dean of Liberal Arts, announced that Earnest Green will be the lecturer on March 12, 7:00 p.m.

IX. **Announcements/Upcoming Events**

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

XI. **Adjournment** – The meeting adjourned at 4:50 p.m. Board approved.

Respectfully submitted,

Marc D. Parnell, O.D., Secretary