

**South Arkansas Community College  
Board of Trustees Meeting  
November 17, 2015 Meeting Rescheduled to December 1, 2015 at 5:00 p.m.  
Administration Building Board Room**

**Trustees present:** Steve Cameron, Patty Cardin, Steve Cousins, Gary Griffis, Dr. Kermit Parks, and Charlie Thomas  
**Via telephone:** David Ross

**Absent:** Veronica Creer and Tasha Sinclair

**Staff present:** Barry Bagwell, Phil Ballard, Dr. Mickey Best, Dr. Jim Bullock, Caroline Hammond, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Tonya Kendrix, Dr. Tim Kirk, Francis Kuykendall, Cynthia Reyna, Justin Small, Carey Tucker, Dr. Stephanie Tully-Dartez, Heath Waldrop, and Ray Winiecki

**Others present:** Lindsay Duncan (El Dorado News-Times)

- I. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 5:02 p.m.
- II. Recognitions and Awards – Dr. Jones noted there were none at this time.  
Enrollment Trends Report was presented by Dr. Stephanie Tully-Dartez.
- III. Regular Meeting Minutes – October 20, 2015 – Cardin/Griffis. Board approved.
- IV. Approval of Consent Agenda – Mr. Cousins
  - A. Personnel Report – Dr. Jones presented:  
New Employees: None to report  
Promotions/Transfers/Organizational Changes:

Charles George	to Skilled Trades Helper	10.26.15
	from Institutional Services Assistant – Night	
Mike Jones	to Skilled Tradesman from Skilled Trades Helper	11.02.15

  
Resignations/Retirements/Terminations:

Frances Kuykendall	Library Director	05.31.16
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  - B. Monitoring Reports  
Policy # 2 – Treatment of Clients  
Policy # 3 – Treatment of Employees  
Policy # 4 – Financial Planning/Budgeting  
Policy # 5 – Financial Conditions and Activities  
Policy # 7 – Asset Protection  
Cameron/Cardin. Board approved.
- 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 committee’s recommendation to approve the audit ended June 30, 2014. Board approved.
  - D. Policy Governance Committee – Mr. Steve Cousins – no report
  - E. Nominating Committee – Mr. Thomas requested this be tabled to the January meeting
- VI. Chair’s Report – Mr. Cousins
  - A. Board Process and Performance Monitoring
  - B. Reminder: Statement of Financial Interest Due January. Mr. Cousins asked that Susan send a reminder with the link to the Trustees.
  - C. Annual Institutional Trustees Conference will be held on December 7, 2015, from 9:00 a.m. – 4:00 p.m. at Pulaski Technical College in North Little Rock. Dr. Jones and Ms. Creer plan to attend.
- VII. Financial Services Report – Mr. Carey Tucker  
Mr. David Henry presented the following:
  - A. October Monthly Statements  
October 2015 highlights included total unrestricted revenue of \$5,234,491.33 which is 35.23% of the total budget of \$14,856,967.00. Total unrestricted expense of \$4,920,257.28 was 33.12% of the total budget of

\$14,856,967.00. Total revenue over expenditures at October 31, 2015 was \$314,234.05. Total cash and investments at October 31, 2015 was \$7,002,355.89.

B. End of Fiscal Year Financial Statements

C. El Dorado Conference Center End of Third Quarter 2015 Financial Report

D. Grant Budgets – Dr. Jones

1. National Emergency Grant / Arkansas Sector Partnership
2. Arkansas Department of Higher Education Regional Workforce Planning Grant for the Futures in Information Technology (FIT) project in the amount of \$92,500.
3. Academic and Career Achievement Program (ACAP) Grant in the amount of \$1,500.

These additional resources enable SouthArk to carry out the mission of the college.

VIII. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

1. Currently, there are 20 events scheduled in the Conference Center on 18 days for December.
2. The Welding shop renovation has been delayed so the contractor can perform the bulk of work while students are on break.
3. Work continues with the architects on the master plan and if the Board would like, they can present to them at a later date.

Vice President for Learning – Dr. Mickey Best

Distance Learning:

1. Two faculty training courses are being developed: Learning our LMS, and Best Practices in Online Learning as part of our ongoing development of a certification program for training SouthArk faculty to teach in the online environment.

Health & Natural Sciences:

1. Practical Nursing registered 59 students, and Registered Nursing 18, for the Arkansas State Board of Nursing licensure. 13 students applied for Louisiana licensure.
2. The PTA program hosted an accreditation review team from the Commission on Accreditation in Physical Therapy Education (CAPTE) on November 1 – 4, 2015. The team will file its report to the national office.

Liberal Arts:

1. The developmental math faculty is working on a new version of Elementary Algebra that will include modules in arithmetic. This proposed new course would make it possible to eliminate Fundamentals of Arithmetic from the curriculum and reduce the number of developmental math courses from three three-hour credit courses to only two, Elementary Algebra and Intermediate Algebra.

Vice President for Student Services – Dr. Jim Bullock

1. College Knowledge Week was held October 26-28. Students were engaged in sessions on topics relevant to student success in and out of the classroom.
2. SouthArk administrators and staff met with Union County superintendents and high school principals on October 28. Discussions included ways we can work together to engage secondary students through concurrent enrollment, college readiness strategies, financial aid and scholarship information sessions, placement testing, the Secondary Career Center, and SouthArk's grant programs that relate to high school students.
3. SouthArk observed its annual Fall Fest on October 29, engaging students, faculty, and staff in a few hours of food, fun, and activities.
4. The Student Government Association in partnership with the Academic and Career Achievement Program (ACAP) co-hosted a haunted house for SouthArk students the evening of October 29 in the Independent Living Laboratory.
5. SouthArk hosted the annual Union County College Night for prospective students from the secondary schools in the county. Some 318 students and 23 institutions, including SouthArk, participated.
6. In October, Student Services staff visited classrooms to assist students in adjusting their cell phones so that the college might more effectively succeed in communicating important messages to them.

Chief Information Officer – Dr. Tim Kirk

1. Enterprise Resource Planning (ERP) upgrade  
The project is going well and remains on schedule to meet our March 2016 go live date.
2. Campus Safety:

The College Emergency Notification System software has been upgraded. The Information Technology staff are rolling out a software panic button that can be installed on all office and classroom instructor's computers. This project is expected to be completed in January.

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

1. The Corporate department toured the El Dorado Packaging facility and discussed opportunities for training partnerships.
2. The WAGE program was featured in an article in the El Dorado News Times. This is wonderful to share success stories and it raises awareness of the program as well as highlights student achievements.
3. ACAP student Deszmund Jefferson's design was chosen for the 2015 Fall Fest t-shirts.

Director of Foundation and External Funding – Ms. Cynthia Reyna

1. Production of the 2015 Foundation Annual Report is in progress.
  2. The community annual fund drive is in progress. The employee annual fund drive will start in February, 2016.
  3. Participated in Giving Tuesday, an online awareness social media for non-profit organizations to provide giving opportunities on Facebook.
  4. The next Foundation board meeting is Wednesday, December 2.
- B. Mr. Barry Bagwell presented the El Dorado Conference Center Marketing Report for the third quarter of 2015.
- C. American Association of Community Colleges (AACC) Commissions  
Dr. Jones reported that she serves on the Academic Student and Community Development Commission. At the November meeting, areas discussed included community college initiatives, trends, and legislation at the national level.
- College Readiness – transition from high school to college and making sure students are ready for college
  - College Completion – getting students in and through college programs
  - Tennessee Promise and College Promise – regarding free community college
- D. Arkansas Department of Higher Education (ADHE) Master Plan
- Heath Waldrop is serving on the Marketing Committee.
  - Dr. Jones is serving on the College Readiness Committee as chair.
- E. Recruitment and Retention Planning is in the works for Student Services.
- F. Lecture Series Update – Mr. Phil Ballard reported:
- The next lecture speaker will be P. Allen Smith on March 10<sup>th</sup> at 7:00 p.m. in the ECC.
  - The committee will meet in January to begin reviewing speakers for the 2016-17 lecture series.
- G. Higher Learning Commission (HLC) Update  
Our onsite visit is scheduled for November 2016. Many preparations, research, and writing are in progress throughout the college.

IX. Announcements

X. Executive Session (if required)

XI. Adjournment – The meeting adjourned at 6:15 p.m.

Patty Cardin, Secretary