

South Arkansas Community College

Board of Trustees Meeting – Minutes

March 21, 2017 3:45 p.m., Administration Building Board Room

Trustees present: Kerri Brown, Patty Cardin, Steve Cousins, Veronica Creer, Gary Griffis, Melissa Jerry, Dr. Kermit Parks, and Tasha Sinclair

Staff present: Dr. Mickey Best, Dr. Jim Bullock, David Henry, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Robert Norman, Philip Shackelford, Justin Small, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, Heath Waldrop, Ray Winiecki and Dr. Jim Yates

Others present: Brittany Williams (El Dorado News-Times)

- I. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 3:49 p.m.
- II. Recognitions and Awards – Dr. Jones reported that the Higher Learning Commission letter of reaffirmation was received confirming reaccreditation of South Arkansas Community College, with the next Reaffirmation of Accreditation in 2026-27.
- III. Approval of Regular Meeting Minutes – February 21, 2017 – Parks/Brown. Approved with noted edits/suggestions as discussed from Dr. Parks.

- IV. Approval of Consent Agenda – Mr. Cousins
 - A. Personnel Report was presented by Dr. Jones.

SouthArk new employees:

James E Virden, Jr.	Director of Public Safety	February 27, 2017
Tricia Terall	Fiscal Support Specialist – Bookstore	February 27, 2017

SouthArk promotions/transfers/organizational changes:

James Dubose	TAACCCT Grant Welding Instructor to full-time Welding Instructor	April 1, 2017
Donald Lee	TAACCCT Grant to full-time Corporate Education	April 1, 2017
Mary Kate Sumner	Administrative Specialist I – Vice President for Learning to Administrative Analyst	March 20, 2017

SouthArk resignations/retirements/terminations/contract non-renewals:

Angela Lopez	TAACCCT	March 3, 2017
Lesley Drummond	Administrative Specialist I – Liberal Arts	March 24, 2017
Amy Hix	TAACCCT Grant Advisor/Recruiter – Grant Ends	March 31, 2017

B. Monitoring Reports

- Policy # 6 – Emergency President Succession
 - Policy # 9 – Communication and Support to the Board
 - Policy #29 – Diversity
 - Policy #30 – Policy Governance Review
- Parks/Cardin. Board approved the Consent Agenda items.

Motion: Trustees compile any suggested changes to the Board Policy Governance and/or any policy and submit the compilation of suggested changes to the Policy Governance Committee for review. Then the compilation of the suggested changes be presented for discussion at the July retreat. Chair noted that any suggested changes should be introduced by trustees at next board meeting for consideration.

Parks/Jerry. Approved

- C. Approval of Board Calendar – motion by the chair to reduce board meetings to 5 regular meetings with retreat in July. Put in place beginning in July 2017. Modify and bring back to next board meeting. Following discussion on changing the meeting time, it was determined that this will be addressed later.

Parks/Sinclair. Approved.

- D. Approval of Proposed 2017-2018 Tuition and Fees Schedule

Note: change in agenda to Course and Program fees only.

V. Board Committee Reports

- A. Real Estate/Facilities Committee – Ms. Patty Cardin was appointed as chair. – no report

- B. Personnel/Planning Committee – Mr. Gary Griffis – no report

- C. Budget/Finance Committee

- Ms. Veronica Creer presented the committee's recommendation to accept the proposed course and program fees as presented.

Creer, Parks, Cousins, Sinclair, Jerry, Cardin – yes

Griffis, Brown – no

Approved.

- 2015 AMTC approved pending funding. Explanation of funds secured was presented.

- D. Policy Governance Committee – Mr. Steve Cousins/Ms. Creer – no report

VI. Chair's Report – Mr. Cousins

- A. Board Evaluation of Own Performance/Policy Governance Model

- B. Board Process and Performance Monitoring

- C. Determine Date for July 2017 Board Retreat – Mr. Cousins asked Susan Jordan to poll the Trustees to determine the best date for all trustees to meet.

VII. Financial Services Report – Mr. Carey Tucker presented:

- A. February Monthly Statements

February 2017 highlights included total unrestricted revenue of \$9,792,936, which is 69.33% of the total budget of \$14,125,436. Total unrestricted expenses of \$8,347,031, which is 59.09% of the total budget of \$14,125,436. Total revenues over expenditures at February 31, 2017 were \$1,445,905. Total cash and investments at February 28, 2017, were \$8,243,215.

VIII. President's Report – Dr. Barbara Jones

- A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

- The Conference Center continues to have an increased number of events booked.

- Human Resources is researching faculty salary scales and policies

- Physical Plant – the source of the fountain leakage has been determined, and the problem is being repaired.

Vice President for Learning – Dr. Mickey Best:

- Career & Technical Education:

- The AMTC bid was awarded.

- Distance Learning:

- Instructors and staff are participating in the fifteen-day trial of Ilos, which is a cloud-based service and addresses ADA.
3. Health & Natural Sciences:
 - Respiratory Therapy program completed their accreditation visit on February 27th.
 - OTA: A new “2+2” arrangement has been established with the University of Louisiana at Monroe for OTA to B.S. in Healthcare Management
 4. Library:
 - The Library hosted several events during the month of February in celebration of Black History Month and SouthArk’s annual African-American Family and Friends Day.
 - The Library will host it’s first community open forum on March 20 to share information regarding Library activities, benefits, and to gain input from the community.

Vice President for Student Services – Dr. Jim Bullock

1. On February 9, SouthArk hosted a meeting of superintendents and principals from all five school districts in Union County to update them on several programs for which they have signed partnership MOUs with SouthArk:
 - Concurrent Enrollment
 - Secondary Technical Center
 - Futures in Technology (FIT) grant program
 - RAMP: Filling the Pipeline grant program
 - College and Career Readiness Pilot Project
2. The Upward Bound grant program
 - Presented its annual Gospelfest on February 25
 - Engaged Barton Middle School students with a PowerPoint presentation to a total of 160 students enrolled in the school’s six career development classes
 - Has enrolled 59 students into its program this academic year, or 93.65% of the grant’s annual goal
3. The Financial Aid Department in February sent out 185 Financial Aid Customer Service Surveys with the following results:
 - 83% agree or strongly agree that staff was courteous or helpful
 - 92% agree or strongly agree that they understood how to complete the necessary paperwork
 - 58% agree or strongly agree that the wait time was reasonable

Chief Information Officer – Dr. Tim Kirk

1. Enterprise Resource Planning (ERP) upgrade
 - Demonstration of Jenzabar mobile app to cabinet and marketing – March 16.
 - Training for OIT staff on creating custom forms and work flows on the myCampus portal - March 27.
 - Training for Student Services staff on Retention Module – March 28-29.
 - Hosts supporting the Jenzabar ERP will migrate to the new data center servers in early April.
 - OIT staff continue to work with module managers to map data entry processes and populate data elements.
2. Data Center Upgrades
 - Dell technicians will be on site March 28 to complete installation of the new servers (2) and storage array.
3. Network Upgrades
 - OIT staff are working with Juniper engineers to implement an advanced integrated intrusion prevention system (IPS) as well as traffic filters based upon country of origin in the college network firewall – solution specifications complete.
 - OIT staff are working with Extreme Network engineers to plan replacement of network switches – current inventory will no longer be vendor supported beginning in 2022.

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

1. Corporate Education
 - Working with SWAPDD and WIOA to implement work experience training program for Certified Production Technician students.
2. Business and Community Education
 - Camp Lotsafun will be held June 5-29, 2017 and is designed to include more academic enrichment activities in the program.
3. Adult Education
 - Adult Education completed their annual audit and received positive reviews.

Director of Foundation and External Funding – Dr. Jones presented in Cynthia Reyna’s absence.

1. Events – Save the Date
 - Annual Donor/Scholar Luncheon is scheduled for April 20, at noon, conference center.
2. Scholarships
 - Newly funded scholarship established by Charlie Thomas
3. Grants
 - Phase III of the Arkansas Natural and Cultural Resources Council (ANCRC) Grant for the W.F. and Estelle McWilliams House application for further renovation and restoration of the house and property was submitted on March 17th.

B. Legislative Updates

- Merger Process for EastArk/Crowley’s Ridge
- Guns on Campus
- AR Future Grants
- Workforce Grants
- Workforce Training Task Force passed Senate

- C. Lecture Series Update – Dr. Jim Yates reported that the committee presented a list of prospective speakers for the 2017-2018 Lecture Series to the president for review. The list has been reduced and speakers will be determined. Tim Ernst presented on March 9, 2017 and was well attended.

IX. Announcements

- Former Senator Tracy Steele will be the Spring Commencement speaker on May 12th.
- Strategic Planning input for the Board of Trustees is scheduled on Thursday, April 6th from 12-1:30 p.m.

X. Executive Session (if required) – none

XI. Adjournment – 5:21 p.m.

Patty Cardin, Secretary

