Board of Trustees Meeting – Minutes  
September 17, 2018, 3:00 p.m.  
East Campus – Center for Workforce Development Building – Room 121

Trustees Present: Kerri Brown, Steve Cousins, José Covas, Veronica Creer, Gary Griffis, Melissa Jerry, Dr. Kermit Parks, and Tasha Sinclair

Trustees Absent: Patty Cardin

Staff Present: Barry Bagwell, Dr. Jim Bullock, Andrew Fielder, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Tim Kirk, Dr. Derek Moore, Cynthia Reyna, Philip Shackelford, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, Heath Waldrop, Genevieve White, Ray Winiecki, Dr. Jim Yates

Others Present: Liliana Pedraza, former student; Michael Shine, El Dorado News-Times

I. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 3:00 p.m.

II. Recognitions and Awards
   A. Dr. Jones presented Genevieve White, 2018 NISOD Excellence Awards recipient with her award.
   B. Dr. Bullock recognized the SouthArk Library staff and Jennifer Baine, English faculty member, for being awarded the LaNell Compton Prize for an article they had published in Arkansas Libraries.
   C. Ray Winiecki, introduced SouthArk graduate, Liliana Pedraza. Ms. Pedraza received her Associate of Applied Science in Process Technology in May 2018. She was a member of Phi Theta Kappa Honor Society and was Outstanding Academic Student in College Algebra and PTEC. Liliana started work today at DelekUS. Ms. Pedraza spoke on her experience as a SouthArk student.

III. Approval of Regular Meeting Minutes – May 15, 2018.
     Approval of Special Called Meeting Minutes – June 26, 2018 – Jerry/Covas. Approved both meeting minutes.

IV. Approval of Consent Agenda – Mr. Cousins asked if any items should be removed from the consent agenda and moved to the regular agenda for discussion/comments/questions. Mr. Cousins asked that Policy #10, ENDS Focus of Grants and Compensation be pulled.

A. Personnel Report

SouthArk new employees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
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<tbody>
<tr>
<td>Shonnell Robbins</td>
<td>E&amp;T Case Manager- Bradley County</td>
<td>May 22, 2018</td>
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<tr>
<td>Alma Turner</td>
<td>Practical Nursing Instructor</td>
<td>May 29, 2018</td>
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<tr>
<td>Yolanda Hoof</td>
<td>Director of Nursing</td>
<td>July 1, 2018</td>
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<tr>
<td>Andrew Fielder</td>
<td>Physical Plant Director</td>
<td>July 1, 2018</td>
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<tr>
<td>Shontoria Lougin</td>
<td>Recruiter</td>
<td>July 30, 2018</td>
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<tr>
<td>Justin Murphree</td>
<td>EMS Director</td>
<td>July 31, 2018</td>
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<tr>
<td>Keona Powell</td>
<td>Fiscal Support Technician</td>
<td>August 1, 2018</td>
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<tr>
<td>Randy Banks</td>
<td>Practical Nursing Instructor</td>
<td>August 6, 2018</td>
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<td>Margarita Norment</td>
<td>Student Advising Coach</td>
<td>August 6, 2018</td>
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<td>Ronald Spiers</td>
<td>Administrative Specialist I- Adult Ed</td>
<td>August 8, 2018</td>
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<tr>
<td>Vincent Dawson</td>
<td>Student Advising Coach- Health Science</td>
<td>August 14, 2018</td>
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<tr>
<td>Gary Hall</td>
<td>PMA Director</td>
<td>August 14, 2018</td>
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<tr>
<td>Pamela Teague</td>
<td>Health Science Technology Instructor</td>
<td>August 14, 2018</td>
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<td>Andy Turner</td>
<td>College and Career Coach-Union County</td>
<td>August 14, 2018</td>
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<tr>
<td>Noel Turner</td>
<td>GED/Wage Faculty- Warren</td>
<td>August 14, 2018</td>
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<tr>
<td>Jana Wright</td>
<td>Adult Ed Program Coordinator- Bradley County</td>
<td>August 14, 2018</td>
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<tr>
<td>Sam Allen</td>
<td>PTA Director</td>
<td>August 20, 2018</td>
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<tr>
<td>Darren Toney</td>
<td>College and Career Coach- Chicot County</td>
<td>August 23, 2018</td>
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<tr>
<td>Stacey Nichols-Loyd</td>
<td>College and Career Coach- Union County</td>
<td>August 27, 2018</td>
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<tr>
<td>Moriah Hicks</td>
<td>Business and Community Education Specialist</td>
<td>September 24, 2018</td>
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SouthArk promotions/transfers/organizational changes:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
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<tbody>
<tr>
<td>Will Rankin</td>
<td>Program Coordinator- Bradley County to Advanced Manufacturing Training Director</td>
<td>July 1, 2018</td>
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Sherry Howard  Dean of Workforce Development & Continuing Education to Associate Vice President for Workforce Development and Advancement  July 1, 2018

Kim Vaughn  Grant/Foundation Accountant to Manager of Financial Accounting  July 1, 2018

Dakota Dawson  Financial Aid Analyst to Bookstore Manager  August 20, 2018

Rebekah Wagner  E&T Case Manager to Adult Ed Program Director - Union County  August 21, 2018

Mike Roberts  Network Analyst to Network Support Analyst  September 1, 2018

Daphne Shultz  Information Technology Assistant to Network Analyst  September 1, 2018

SouthArk resignations/retirements/terminations:
Valerie Lewis  Financial Accounting Coordinator  June 15, 2018
Harley Gough  Administrative Specialist I- Health Science  June 22, 2018
Janie Looney  Business and Community Education Specialist  June 30, 20
Roslyn Nipper  Practical Nursing Instructor  June 30, 2018
Ralph Phillips  GED/Wage Faculty- Adult Education  June 30, 2018
Rebekah Vaught  College and Career Coach- Chicot County  June 30, 2018
Hannah Smith  Student Advising Coach- Health Science  July 13, 2018
Nikisha Faulkner  Financial Aid Specialist  July 25, 2018
Robert Norman  Distance Learning Director  July 26, 2018
Glen Beck  Network Support Analyst  July 31, 2018
Sarah Dilmore  Respiratory Therapy Program Director  July 31, 2018
Bernadette Hall  Respiratory Therapy Instructor  July 31, 2018
Tonya McGhee-Pryor  College and Career Coach-Union County  July 31, 2018
Kristi Rainwater  College and Career Coach-Union County  July 31, 2018
Linda Rathbun  Bookstore Manager  July 31, 2018
Jennifer Parks  PTA Program Director  August 1, 2018
Matt Archer  College and Career Coach-Union County  August 3, 2018
Michelle Williams  College and Career Coach-Union County  August 3, 2018
Jim McGill  Criminal Justice Instructor  August 7, 2018
Sandi Hildebrand  Admissions Assistant  August 31, 2018
Sally Ruff  Administrative Specialist I- Secondary Career Center  August 31, 2018
Debra Allison  Adult Ed Advisor  September 28, 2018

B. Monitoring Reports
1.  Policy #10 – ENDS Focus of Grants or Contracts
   Mr. Cousins noted on page 11 of the monitoring report, most aspects of the grant are covered, but there is no indication of connection to the ENDs. He recommended adding a column to the report to show which ENDs the grant is tied to. **Dr. Parks/Jerry. Approved.**

   Griffis/Dr. Parks. Approved Monitoring Report #10 as presented.

2.  Policy #24 – ENDS Transfer Education
3.  Policy #25 – ENDS Occupational/Workforce Education
4.  Policy #26 – ENDS Developmental Education

All remaining Consent Agenda items stand approved.

V. Board Committee Reports
A.  Real Estate/Facilities Committee – Ms. Patty Cardin - none
B.  Personnel/Planning Committee – Gary Griffis, presented the Committee’s recommendation to
1.  Foundation Funding Initiatives, September 2018
   To submit the entire list of proposed Foundation Funding Initiatives (as is) to the Foundation for consideration. **Board approved.**
2.  President’s Compensation
To approve a 1% Cost of Living adjustment/increase to the base salary for Dr. Jones, plus a one-time $750 merit lump sum in line with what all college employees received. Retroactive to July 1, 2018. **Board approved.**

3. Presidential Evaluation Schedule – The committee will have an October meeting and possibly November meeting to work on aligning the calendar to bring the president’s evaluation and contract renewal together in one time frame.

C. Budget Finance Committee – Melissa Jerry presented the following committee recommendations:
   1. Recommendation from the committee to approve/accept the 2018-2019 Plant Fund Budget as submitted by the administration. **Board approved.**
   2. Recommendation for a 1% COLA increase for Cabinet members retroactive to July 1, 2018. **Board approved.**

D. Policy Governance Committee – Mr. Steve Cousins, noted the committee met and proposed the committee’s Board Policy No. 28 – Community Service – no action was taken.
   1. President will provide a list of the Board Policy Monitoring Reports for consideration to be removed and to be discussed at the next committee meeting, to include Board Policy #28
   2. Proposed Bylaws Changes:
      a. Board meeting minutes will be prepared and distributed one month prior to subsequent Board meeting; action list will be presented at the end of each board meeting.
      b. Board committee meetings will be scheduled on 3rd Tuesday of the months the board is not meeting. **Board approved.**

VI. Chair’s Report – Mr. Cousins
   A. Board Process and Performance Monitoring
   B. Board Retreat Update
      Mr. Cousins presented the following outcomes from the retreat for the Board’s approval:
      1. Administrative Procedures Manual to be distributed to Board for informational purposes when changes/revisions are made. **Dr. Parks/Covas. (1 no/Jerry). Approved.**
      2. Workshop/retreat meetings should be scheduled as needed to further enhance President/Board relationship – motion for the Board to approve 2 off sessions that occur at a frequency of approximately four months after the retreat and 4 months after that. **Griffis/Covas. Approved.**

C. Foundation MOU – deferred to November meeting

D. Reminders:
   2. State Annual Institutional Trustees Conference – November 16, 2018 at UAPTC
   3. Commencement – Thursday, December 13, 2018 – 7:00 p.m. – El Dorado Conference Center

VII. Financial Services Report – Mr. Carey Tucker
   A. June Monthly Statements
      June 2018 highlights included total unrestricted revenue of $13,942,817, which is 98.63% of the total budget of $14,136,473. Total unrestricted expenses of $13,053,485, which is 92.34% of the total budget of $14,136,473. Total revenues over expenditures at June 30, 2018 were $899,332. Total cash and investments at June 30, 2018, were $7,108,412.

   B. July Monthly Statements
      July 2018 highlights included total unrestricted revenue of $897,103, which is 6.51% of the total budget of $13,782,509. Total unrestricted expenses of $1,473,558, which is 10.69% of the total budget of $13,782,509. Total expenditures over revenues at July 31, 2018 were $579,455. Total cash and investments at July 31, 2018, were $7,012,996.

   C. August Monthly Statements
      August 2018 highlights included total unrestricted revenue of $3,854,436, which is 27.98% of the total budget of $13,776,582. Total unrestricted expenses of $2,541,255, which is 18.45% of the total budget of $13,776,582. Total revenues over expenditures at August 31, 2018 were $1,313,181. Total cash and investments at August 31, 2018, were $6,318,717.
VIII. President’s Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration - Mr. Carey Tucker
- Business is “booming” in the Boomtown Bistro
- Mr. Tucker introduced SouthArk’s new Physical Plant Director, Andrew Fielder.
- Construction updates
  - Heritage Plaza – The College is working with new leadership at Rowan Fountains to repair the fountain leaks.
  - AMTC project is complete. A digital sign and lighting have been installed on East Campus. Punch list is complete.
  - McWilliams House – Blake Dunn, CADM architect, Phase III Bids will go out in a couple of weeks for interior renovation.
  - Administration Building – Metro finished up the interior. Dehumidifiers are running until the next reconstruction phase starts.
- Evening Security has been added at the Warren Campus for Adult Education classes.
- The College has new dental and vision plans for employees.

Interim Vice President for Academic Affairs/Provost – Dr. Jim Bullock
- The Surgical Technology Program had a 100% pass rate for the 2017-2018 Certification Exam.
- The Secondary Technical Center Medical Professions program moved to the Health Sciences Building on West Campus. This will expose students to more health professions.
- The Industrial Technology and Process Technology program directors are collaborating on a National Sciences Foundation grant.
- In celebration of Hispanic Heritage Month, Liberal Arts, the Library, and Student Services are collaborating for a number of events, which include a lecture, meals in the Bistro, and displays in the Library.
- Point of Notification to SouthArk Board that Letters of Notification for organizational/departmental name changes will be submitted to AHECB for approval.

Vice President for Student Services – Dr. Derek Moore
- Fall enrollment:
  - Headcount: **1,457** (98% of fall 2017, which was 1,481)
  - Student semester credit hours: **13,966** (100% of fall 2017, which was 13,909)
- Recruitment efforts – SouthArk on Tour is a nontraditional recruitment strategy. SouthArk staff visited area churches and community centers this past academic year. Plans are underway to begin Phase II which will include additional in-depth visits to community organizations, groups and churches.
- Website Updates – Marketing and outreach is now under Student Services. New website is more interactive. However, it is still a work in progress.
- SouthArk was awarded a grant- from the Department of Justice to focus on sexual violence awareness and prevention.
- SouthArk’s Testing and Learning Center received International certification.

Workforce and Advancement – Dr. Barbara Jones
- Charles A. Hays Advanced Manufacturing Training Center (AMTC) grand opening was held on June 20th with Governor Hutchinson and other dignitaries in attendance.
- SouthArk hosted Lanxess Global Board of Directors July 11th at the AMTC.
- A Plant Manager Luncheon was held August 29th at the AMTC facility.
- The Outdoor Expo was held Saturday, September 8th with Apex Redi-Mixed as the title sponsor.

Grants:
Proposed or in development:
- National Science Foundation (PTEC and INDT programs)
- Susan Harwood (OSHA) proposal has been submitted. If awarded, the grant will allow for the creation of a free 2-hour Hazard Communication training for small businesses who work in high-hazard industries.
- National Endowment for the Humanities (EMA)
- Delta Regional Authority (Culinary/entrepreneurship)

**Grants received for Board’s review and approval:**
1. Building the Pipeline Continuation Grant (2018-2020) – $249,841.42
   - Building the Pipeline grant is designed to increase the number of students pursuing careers in advanced manufacturing through concurrent credit and other activities.
2. Amended FIT Continuation Grant Budget – August 2018
   - Regional Workforce Continuation Grant Futures in Technology (FIT) $243,658.01
   - The FIT grant is designed to increase the number of students interested in pursuing careers in information technology through prior learning and concurrent credit.
   - Continuation of Year 4 of a five-year project focused on welding and placing students in registered apprenticeships.
4. Department of Justice Campus Program Grant - $531,500.46
   - SouthArk led consortium project with SAU Tech and SAU Magnolia to educate and reduce sexual assault, domestic and dating violence, and stalking on campus

Motion to accept grant budgets as presented. Jerry/Covas. Board approved.

**President**
- Productivity Funding Recommendation
  - SouthArk had an increase of 2.90% in the productivity index
  - ADHE recommended and AHECB approved an increase of $90,515 to SouthArk’s base funding ($6,034,307) and one-time incentive funding of $127,969 for 2019-2020 FY.
  - AHECB will send recommendation to the Legislature for consideration in the 2019 session.

**Lecture Series Update**
- Dr. Jim Yates announced that Daniel “Rudy” Ruettiger, the subject of the 1993 hit motion picture “Rudy”, will be the Lecture Series speaker on Thursday, October 11, 2018 at 7:00 p.m. at the El Dorado Conference Center.

**Action Items:**
1. Add column for connecting ENDs on Monitoring Report #10 for grants
2. President’s Evaluation Schedule to be discussed at October Personnel & Planning Committee meeting
3. Board working meetings to be scheduled in November and March
4. Dr. Jones will keep an ongoing list of policy items with issues/will go to Policy Governance Committee

IX. Executive Session (if required)

X. Announcements/Upcoming Events

XI. Adjournment – 4:16 p.m.

Dr. Kermit Parks, Secretary