

**Board of Trustees Meeting – Minutes**  
**March 27, 2018 3:45 p.m., Administration Building Board Room**  
**Rescheduled from March 20, 2018**

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

**Staff present:** Barry Bagwell, Linda Bates, Dr. Jim Bullock, Christy Cottrell, Caroline Hammond, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Dr. Derek Moore, Robert Norman, Cynthia Reyna, Philip Shackelford, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, Heath Waldrop, Christy Wilson, Ray Winiecki, and Dr. Jim Yates

**Others present:** Caitlan Butler (El Dorado News-Times)

- I. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 3:46 p.m.
  
- II. Recognitions and Awards – Dr. Barbara Jones
  - The Assessment Report on Performance Based Funding Outcomes by Dr. Stephanie Tully-Dartez was deferred to the July Board Retreat.
  - Dr. Sterling Claypoole has been appointed by the Governor to serve as a commissioner on the Arkansas School Safety Commission. This is a Governor appointed task force for the development of more enhanced school safety throughout the state.
  - Heath Waldrop received 2017 National Collegiate Advertising Award – Silver commendations for “This is Your Time” SouthArk promotional video.
  - SouthArk Foundation Outdoor Expo received the bronze award in both the “Best Festival of the Year” & “Best in Print Advertising” at the 34<sup>th</sup> annual conference of the Arkansas Festivals & Events Association, held in El Dorado, in February. The ALFiE, “Arkansans Love Festivals and Special Events,” honors the best Arkansas’ festivals and special events from those submitted.
  - Welding Program Dean of Career and Technical Education reports that SouthArk has received notification that the college is an official United States Department of Labor Welding Apprenticeship Program. The process of identifying apprentice candidates for the program has started.
  - Kudos to Sherry Howard and Ray Winiecki for orchestrating Congressman Westerman’s visit to East Campus and thanked all who attended.
  - Thanks to Linda Bates, Faculty Affairs Chair, and Dr. Bullock – Faculty Evaluation process changes update.
  
- III. Approval of Regular Meeting Minutes – February 1, 2018

Kerri Brown inquired about the process for the board to receive the minutes within a week or two after the meeting instead of sending with the board meeting packet. After discussion, it was recommended by Dr. Parks that a written proposal be sent to the Policy Governance Committee to review and bring to the next board meeting.

Minutes were approved.
  
- 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. It was noted that Consent Agenda Item “D”- Approval of Proposed 2018-2019 Tuition and Fees Schedule was removed to be reported in number “V.” Board Committee Reports

  - A. Personnel Report
    - SouthArk new employees:**

Gary Matthew Archer	Career Coach- CCRPP	February 5, 2018
Beverly Williams	Career Coach- CCRPP	February 19, 2018
Harley Gough	Administrative Specialist I – HNS	February 28, 2018
    - SouthArk promotions/transfers/organizational changes:**

None
    - SouthArk resignations/retirements/terminations/contract non-renewals:**

Daryl McClellan	Director of Physical Plant	January 19, 2018
Peggy Cole	Practical Nursing Instructor	May 29, 2018
Keitha Davidson	Director of Nursing Program	June 30, 2018
  - B. Monitoring Reports

1. Policy # 6 – Emergency President Succession
2. Policy # 9 – Communication and Support to the Board
3. Policy #29 – Diversity
4. Policy #30 – Policy Governance Review

C. Approval of Board Calendar

D. Approval of Proposed 2018-2019 Tuition and Fees Schedule – moved to “V.” Committee Reports

E. Ratification of New Foundation Board of Directors

- Molly Shepherd, attorney with PPGMR Law Firm of El Dorado
- Kristi Gross Lowery, HOPE Landing, Inc. President, CEO, and Occupational Therapist

Jerry/Covas. Board approved all Consent items except “D”.

V. Board Committee Reports

A. Real Estate/Facilities Committee – Ms. Patty Cardin, chair, reported the Committee met on March 1<sup>st</sup> and presented the following recommendations from the Committee:

1. Motion from the Committee to approve the disposal of the building at 430 South West Avenue – Board approved.
2. Property Update – The College is in negotiation, pursuing two properties on Block Street at less than \$50,000. No action.
3. Student Housing – After discussion on the Student Housing Survey results and possible housing options, the Committee recommends the College administration do further research for building units on campus. Board approved.
4. Advanced Manufacturing Training Center (AMTC) Update – Completion expected by end of April and ribbon cutting in June. No action.
5. McWilliams Renovation Update – Phase II is complete. Phase III to commence using CADM. No action.
6. Motion from the Committee: to rename the Administration Building in honor of Charles E. Thomas. Board approved.

B. Personnel/Planning Committee – Mr. Griffis reported the Committee met on March 15<sup>th</sup> and presented the following recommendations from the Committee:

1. Motion from the Committee to close the Cosmetology Program. Board approved.
2. Update on programs on ADHE Viability report.

C. Budget/Finance Committee – Ms. Veronica Creer reported the Committee met on March 19<sup>th</sup> and presented the following recommendations from the Committee:

1. Motion from the Committee to accept/approve the College offer the Arkansas Public Employment Retirement System (APERS) pension plan in the same manner the Arkansas Teachers Retirement System (ATRS) plan is offered.

The College will continue contributions to APERS for all employees currently on the plan and any new employee who is already enrolled in APERS, but will no longer offer the APERS option to new employees. Board approved.

2. Motion from the Committee to accept/approve the College’s proposed 2018-2019 tuition and mandatory fee changes: increase of \$1.00 In-District, which would be \$84.00 per credit hour; \$1 increase In-State, which would be \$97.00 per credit hour; and a \$2 increase for Security Fee, which would make the Security Fee \$7.00 per credit hour. After much/further discussion of the motion on the table, an amended motion was made by Dr. Parks to refer this back to the committee for further review. Mr. Covas seconded. Tie vote. Amended motion failed. Back to original motion from the Committee to accept/approve the College’s proposed Tuition and Mandatory Fees for 2018-2019 as presented. Board approved.

3. Motion from the Committee to approve the Course Fees as presented for 2018-19. Board approved.

D. Policy Governance Committee – Mr. Cousins reported the Committee met on March 1<sup>st</sup> and presented the following recommendation from the Committee:

Mr. Cousins noted that redline documents of changes to Board Policies were sent electronically to the Trustees and a copy was included in their board meeting folder.

Chair, Mr. Cousins made the recommendation to exclude Board policy #12-Governance Process/Governing Style and #24-ENDS/Transfer Education, and these will be referred back to the committee for further review and to approve all other policies as presented. Board approved.

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 2018 Board Retreat – Preference of Trustees from poll is Friday, July 20, 2018. Cousins/Covas. Board approved.
- D. Board Retreat Consultant – Chair made a motion that Ken Burke be retained as consultant for the Retreat. Dr. Parks/Cardin. Board approved.

VII. Financial Services Report – Mr. Carey Tucker

A. January Monthly Statements

January 2018 highlights included total unrestricted revenue of \$9,730,722, which is 69.07% of the total budget of \$14,088,997. Total unrestricted expenses of \$7,517,016, which is 53.35% of the total budget of \$14,088,997. Total revenues over expenditures at January 31, 2018 were \$2,213,706. Total cash and investments at January 31, 2018, were \$7,291,944.

B. February Monthly Statements

February 2018 highlights included total unrestricted revenue of \$10,242,458, which is 72.45% of the total budget of \$14,136,473. Total unrestricted expenses of \$8,638,439, which is 61.11% of the total budget of \$14,136,473. Total revenues over expenditures at February 28, 2018 were \$1,604,019. Total cash and investments at February 28, 2018, were \$7,409,019.

Dr. Parks requested a success rate of on-line vs non on-line students report. Dr. Tully-Dartez will provide information at the next board meeting.

C. El Dorado Conference Center Financial Report

Marketing Report was presented by Barry Bagwell, Conference Center Director.

VIII. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

- Asked if Trustees had any questions regarding his memo and there were none.

Vice President for Academic Affairs – Dr. Jim Bullock

Health Sciences

- The first MEMS fall semester EMT class and the main campus fall semester EMT class had a combined average of 91.5% pass rate.
- All 40 SouthArk RN (ARNEC) 2017 graduates have taken a first attempt on the NCLEX-RN and the overall pass rate is 87.5 % (35/40).

Library

- The Arkansas State Library and the Arkansas Library Association are both serving as sponsors of the inaugural South Arkansas Literary Festival happening April 13-14. The festival, hosted by South Arkansas Community College and the SouthArk Library, will feature keynote authors, guest speakers, musical performances, over two dozen vendors, a live cooking demonstration, and a food truck.

Workforce and Workforce and Continuing Education

- Bradley County Adult Education Center grand opening and ribbon cutting was held February 27. It was a successful event with approximately 50 attendees.

Vice President for Student Services – Dr. Derek Moore

1. Enrollment Services

- a. Spring 2018 Enrollment has a 2% increase in SSCHs over Spring 2017

2. Career Pathways Program

- a. Experienced a 10% program enrollment increase (target: 135; current: 142)

3. Upward Bound

- a. Has attained the target student enrollment goal of 63.
- b. Collaborated with local church for Annual GospelFest fundraiser (over \$1,000 raised).

President – Dr. Barbara Jones:

Foundation and External Funding

- a. An Evening with the Stars will be held on Thursday, April 12, 2018, 6:30 p.m.-8:30 p.m., at the El Dorado Conference Center. Invitations have been mailed. Tickets are available for purchase as well as sponsorship tables.

- b. Strategic Plan Consultant will be on campus Wednesday, March 28, for the Foundation Vision Planning Retreat.
- c. The Foundation Annual Report was mailed and copies are in the folders for sharing.
- d. Ms. Reyna was instrumental in helping with the Arkansas Community College Advancement Officers' workshops that were offered recently at Pulaski Tech.

#### Grants

The college, along with SAUM and SAUT, submitted an application for a Department of Justice, Office of Violence Against Women (DOJ OVW) grant. This grant will increase awareness and prevention of sexual assault, domestic or dating violence, or stalking, on-campus. If awarded, SouthArk will be the lead college of this consortium grant. The consortium requested \$531,500.

#### President's Update

- SouthArk is hosting the Arkansas Community College Leadership Institute April 17-19
- SouthArk Lead class visited the Capitol on March 7 and met with legislators, ACC, ADHE staff
- Congressman Westerman visited the East Campus today.
- SouthArk Lecture Series with Olympia LePoint was held on March 15, 2018 and was well attended. Lining up speakers and will be hearing more about next year's series.
- The City Council approved \$145,000 request for training equipment to be used in the new non-credit Electrical and Instrumentation and Mechanical Training program.

IX. Executive Session (if required) – none

#### X. Announcements

- Dean Caroline Hammond invited the Trustees to attend the Health Sciences Open House on March 29<sup>th</sup> from 4:00 to 6:00 p.m. to tour the facilities and visit with program directors.
- Dr. Parks requested the Boardroom be reconfigured for next meeting.

XI. Adjournment – The meeting adjourned at 5:50 p.m.

Dr. Kermit Parks, Secretary