

**South Arkansas Community College  
Board of Trustees Meeting – Minutes**

**January 15, 2019, 3:45 p.m., East Campus – Center for Workforce Development, Room 121**

**Trustees Present:** Kerri Brown, José Covas, Veronica Creer, Gary Griffis, Melissa Jerry, and Dr. Kermit Parks

**Via Phone:** Patty Cardin and Steve Cousins

**Trustees Absent:** Tasha Sinclair

**Staff Present:** Benjamin Cagle, Andrew Fielder, Bill Fowler, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Derek Moore, Dr. Michael Murders, Cynthia Reyna, Philip Shackelford, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, Kim Vaughn, Heath Waldrop, Ray Winiecki, Dr. Jim Yates

**Others Present:** Michael Shine, El Dorado News-Times

- I. Call to Order – Mr. Steve Cousins, chair, was unable to attend the meeting, but participated via phone. Ms. Veronica Creer, vice-chair, called the meeting to order at 3:45 p.m.
  
- II. Recognitions and Awards – Dr. Barbara Jones
  - Dr. Jones introduced and welcomed Dr. Michael Murders, SouthArk’s new VPAA. He comes to SouthArk from Arkansas Tech-Ozark, where he served as chief academic officer.
  - Mr. James Warnock, longtime neighbor and supporter of the college, passed away.
  - Mr. Claude Calahan, neighbor, moved to Shreveport to be closer to family.
  - Verizon Grant Article – The SouthArk project was mentioned in an article “Unique Partnership Creates STEM Learning Opportunities” in Community Partnerships in the NACCE Fall/Winter publication. Copies were distributed in folders.
  - SouthArk’s Workforce programs were mentioned in the Up-Skill America Year in Review 2018 report published by the Aspen Institute. Copies were distributed in folders.
  - SouthArk’s **Process Technology** program received official endorsement from the North American Process Technology Alliance.
  - The OTA program director, **Cindy Meyer**, earned her post-professional Doctorate in Occupational Therapy from Eastern Kentucky University in December.
  - **Yolanda Hoof**, Director of Nursing, has been appointed to the education committee with Arkansas State Board of Nursing (ASBN).
  - **Allison Dolden** received her Associate of Arts & Certificate of General Studies.
  - **Tricia Terrall** received a TC in Pre-Health Science.
  - **Teresa Hampton** earned a TC in Criminal Justice.
  - **Johnie Hill**, received his AAS in Computer Information Technology, and TC CIT, CP Networking.
  - **Tamara Smith** received a CP in Industrial Technology – Mechatronics.
  
- III. Approval of Regular Meeting Minutes – November 27, 2018. Jerry/Covas. **Board approved** with revisions noted by Dr. Parks.
  
- IV. Approval of Consent Agenda – Ms. Creer
  - A. Personnel Report
    - SouthArk new employees:**

Dr. Michael Murders	Vice President- Academic Affairs	1/3/2019
Wyatt Carpenter	Math Instructor	1/7/2019
Amanda Rhodes	Criminal Justice Instructor	1/7/2019
Kevia Gill	College and Career Coach	1/9/2019

    - SouthArk promotions/transfers/organizational changes:**

Casey Martin	Director of TLC to Director of Student Support Services	1/2/2019
Tori Lougin	Recruiter to Student Advising Coach	1/8/2019

    - SouthArk resignations/retirements/terminations:**

Margarita Norment	Student Advising Coach	12/31/2018
Randy Banks	Practical Nursing Day Instructor	12/31/2018

- B. Monitoring Reports
    - 1. Policy # 4 – Financial Planning/Budgeting
    - 2. Policy # 5 – Financial Conditions and Activities
    - 3. Policy # 7 – Asset Protection
    - 4. Policy #27 – Lifelong Learning
  - C. Approval of Board Expense Reimbursement
  - D. Approval of Promotional Items
- Covas/Jerry. Board approved** Consent Agenda items.

- V. Board Committee Reports – Dr. Jones noted that there were no reports at this time. However, the Budget/Finance Committee, Policy Governance Committee, and Personnel/Planning Committee will need to meet in February on the third Tuesday as scheduled.
  - A. Real Estate/Facilities Committee – Ms. Patty Cardin
  - B. Personnel/Planning Committee – Mr. Gary Griffis
  - C. Budget/Finance Committee – Ms. Veronica Creer
  - D. Policy Governance Committee – Mr. Steve Cousins

- VI. Chair’s Report – Dr. Jones in Mr. Cousins’ absence
  - A. Board Process and Performance Monitoring
  - B. Since the March Board meeting date is during Spring break week, Dr. Jones asked if any Trustees had conflicts. There were none.
  - C. The Trustees were reminded to complete and submit their Statement of Financial Interest by January 31, 2019.

- VII. Financial Services Report – Mr. Carey Tucker
  - A. November Monthly Statements  
November 2018 highlights included total unrestricted revenue of \$5,931,064, which is 43.02% of the total budget of \$13,787,652. Total unrestricted expenses of \$5,536,342, which is 40.15% of the total budget of \$13,787,652. Total revenues over expenditures at November 30, 2018 were \$394,722. Total cash and investments at November 30, 2018, were \$4,672,050.
  - B. December Monthly Statements  
December 2018 highlights included total unrestricted revenue of \$6,687,218, which is 48.50% of the total budget of \$13,787,652. Total unrestricted expenses of \$6,562,153, which is 47.59% of the total budget of \$13,787,652. Total revenues over expenditures at December 31, 2018 were \$125,065. Total cash and investments at December 31, 2018, were \$6,363,917.

Dr. Jones reported on the action items from the previous board meeting:

- 1. In regard to Monitoring Report Policy # 5, Mr. Griffis’ request for more information on the \$243,934.95 amount that is over 365 days in receivables, Mr. Tucker and Mr. Henry explained the details of the number and types of outstanding receivables.
- 2. A Construction Manager was hired for the Administration Building project, Mr. Gary Johnson.
- 3. It was approved and reflected in the November Board meeting minutes that the Board chair has a vote as ex-officio member of the committee. Discussion at committee meeting will occur regarding placement in Board Policy.

- VIII. President’s Report – Dr. Barbara Jones

- A. Administrative Reports

Vice President for Finance and Administration - Mr. Carey Tucker

- Gary Johnson has been contracted/hired to provide project management assistance for the Administration Building project. Mr. Johnson is also mentoring Mr. Fielder during this process. Mr. Johnson will participate in the construction meetings along with college administrators.
- Construction is underway in both the Administration Building and the McWilliams House.
- 1098T software has been upgraded in Jenzabar to meet the Federal Guidelines and will be out to students with 1098T forms explaining the change.

- Employee W-2's are completed and are available for pick-up.
- The new security camera system is on line. Mr. Tucker presented slides of the new system in action compared to the old system.

#### Vice President for Academic Affairs – Dr. Michael Murders

- Dr. Murders expressed his appreciation to the college and board to allow him to serve as VPAA at SouthArk.
- New Advanced EMT program tentatively to be offered in the summer. Certificate of Proficiency (CP) in the Paramedic curriculum which includes 15 credit hours to support/meet regional employer request and community need.
- Two faculty positions were filled in the Arts and Sciences area. Wyatt Carpenter is the new Mathematics instructor. Amanda Rhodes is the new Criminal Justice instructor for the Secondary Career Center.

#### Vice President for Student Services – Dr. Derek Moore

- Marketing strategies: SouthArk has begun utilizing streaming platforms (Spotify for radio and HYFN for TV). Union County, Ashley County in Arkansas and Union Parrish in LA. Also implementing Simple Text program.
- Spring classes began January 9<sup>th</sup> and enrollment continues with intrusive advising and focus on 15 to Finish. Unofficial spring enrollment information:  
1378 headcount – 101% - compared to last year's 1371  
13,138 SSCH – 102% - SSCH compared to last year's 12,796
- Carl Perkins state office is accepting proposals that request equipment for CTE modernization project.
- The Food Pantry and Clothing Closet is meeting the needs of SouthArk students. Dr. Parks suggested visiting NorthArk's food pantry

#### Institutional Effectiveness

- SouthArk has selected Noel Levitz as the provider for the campus employee survey and will begin administration of this survey in February. Following discussion, a motion was made that a copy of the survey questions be sent to the trustees. Covas/Dr. Parks. **Board approved**

#### Workforce and Advancement – Sherry Howard

- SouthArk's new workforce programs were mentioned in the UpSkill America Year in Review report published by the Aspen Institute. The Upskill America report is used to inform businesses of new and upcoming education and training programs that can be used to upskill their workforce. It is distributed across the country and SouthArk was the only community college mentioned.
- The non-credit MSSC –Certified Production Technician (CPT) program is currently enrolling students. Upon completion of the program, students receive the MSSC-CPT national credential. Classes begin on January 22<sup>nd</sup>.
- There has been tremendous interest in the non-credit Electrical & Instrumentation (E&I) and Mechanical programs. Classes will begin the last week in January.
- SouthArk, in partnership with the El Dorado Workforce Taskforce Committee, will hold the spring Manufacturing Day on March 12 for El Dorado High School 9<sup>th</sup> graders. This is a great opportunity for these students to engage in industry-led sessions to learn about today's manufacturing and the careers that are available.

#### Foundation

- SouthArk Foundation Outdoor Expo has been named a finalist for ALFiE (Arkansans Love Festivals and Events) awards in various categories, to be announced the end of January.
- The Thomas Administration Building Fund, established by Charlie Thomas, has been revised. 50% of the funds will be used for items lost in fire for the Foundation Office and 50% for the Administration Building, as needed.
- The Foundation Annual Fund Drive began in December with solicitation letters to donors.

#### President – Dr. Barbara Jones:

#### B. Legislative Updates

- Dr. Jones and Dr. Murders attended the reception for Speaker of the House Matthew Shepherd in Little Rock on January 14<sup>th</sup>.
- House and Senate Committee assignments have been named/made.

C. Other

- Dr. Jones has been asked to serve on the ACC Finance Committee.
- Dr. Jones has been selected to serve on the CEDS strategy committee for Southwest Arkansas Planning and Development District.
- Policy Governance Committee – As directed by the committee, the Cabinet is working on revising the ENDS to align with the new college Strategic Plan.

Action Items:

1. President to send Noel-Levitz campus employee survey questions to Trustees.

Dr. Parks noted edits to minutes. Page 2 and Page 4.

- IX. Executive Session (if required) – none
- X. Announcements
- XI. Adjournment – The meeting adjourned at 4:35 p.m.

Dr. Kermit Parks, Secretary