

**South Arkansas Community College
Board of Trustees Meeting - Minutes
March 19, 2019 - 3:45 p.m., Center for Workforce Development, Room 121**

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

Via Phone: Wayne Gibson, Crystal Yeager, and Dr. Michael Murders

Staff Present: Barry Bagwell, Andrew Fielder, Bill Fowler, Caroline Hammond, David Henry, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Dr. Derek Moore, Cynthia Reyna, Philip Shackelford, Ann Southall, Mary Kate Sumner, Carey Tucker, Dr. Stephanie Tully-Dartez, Heath Waldrop, Ray Winiecki, and Dr. Jim Yates

Others Present: Veronica Creer and Michael Shine, El Dorado News-Times

- I. Call to Order – Mr. Steve Cousins, Chair, called the meeting to order at 3:45 p.m.
- II. Recognitions and Awards – Dr. Barbara Jones
 - Dr. Jones and Mr. Cousins recognized and thanked Outgoing Trustee, Veronica Creer, for 12 years of dedicated service on the SouthArk Board of Trustees and presented her with a token of appreciation.
 - OTA Program Director, **Dr. Cindy Meyer**, has been elected to another term as the Arkansas Representative to the American Occupational Therapy Association’s (AOTA) Representative Assembly.
 - **Philip Shackelford**, Library Director, was elected Secretary (a member of the Board of Directors) for ARKLink, the consortium for all academic libraries in the State of Arkansas.
 - SouthArk **Outdoor Expo** won the Bronze award for Best Photo and **Dean Inman** won the State Volunteer of the Year at the Arkansas Festivals and Events Awards ceremony held in Hot Springs.
- III. Regular Meeting Minutes – February 15, 2019. Under Administrative Reports, the Foundation section on page 5, “...50% of the funds will be used for items lost in fire for the Foundation Office...” Mr. Covas asked to remove “lost in fire” to reflect the intent of the Thomas 1905 Administration Building Fund request. Under “Trustees Present”, Dr. Parks requested listing the officers first in attendance, then alphabetically. Mr. Cousins made a motion to approve the amended minutes. Dr. Parks/Covas. **Board approved amended minutes.** Phone participants: Gibson, aye and Yeager, aye.
- IV. Approval of Consent Agenda – Mr. Cousins asked if any items needed to be moved from the consent agenda to the regular agenda for discussion/comments/questions. Dr. Parks asked that the Personnel Report, Policy #9, and Policy #29 be pulled.
Mr. Cousins entertained a motion to approve the remainder of consent agenda items. Jerry/Covas. **Board approved.** Gibson, aye and Yeager, aye. Dr. Jones noted that the tuition and fees will be addressed in the Finance committee report.
Discussion: Personnel Report: Dr. Parks requested clarification under resignations/retirements/terminations. Student Services area had organizational/restructuring changes. HCIT program director position is posted. Dr. Parks asked about the following:
 - Policy #9: Item #4, page 10. How do we evaluate?
 - Policy #29: Item #29, Global Policy Prohibition: how “tolerance” is measured? Dr. Jones stated that this will be reviewed in the Policy Governance committee report. Changes will be recommended.
 - Page 13 – what foundation? Add SouthArk
 - Page 14: Hispanic Outreach – no summary of what happened. Action: President will ask for participation to be quantified.
 - Page 17, #2: faculty evaluation classroom observation – Dr. Parks suggested Deans should meet before evaluation for goals and objectives for the day.Motion action item: President will include participation of events, if they can be quantified.
Classroom observation – metrics used to evaluate the classroom. Make sure the metrics of the observation are being used.
Motion to accept personnel report and approve #9 and #29. Parks/Jerry. **Board approved.** Phone participants: Gibson, aye and Yeager, aye.

A. Personnel Report

SouthArk new employees:

Brittney Helton

Practical Nursing Evening Instructor

01/15/2019

LaTrice Hildreth	Administrative Specialist II- VPAA	02/05/2019
Lillian Ellen	Culinary Arts Program Director	02/28/2019
SouthArk promotions/transfers/organizational changes:		
Shontorria Lougin	Recruiter to Student Advising Coach	01/08/2019
Dean Inman	Dean of Enrollment to Director of Enrollment Services	02/13/2019
SouthArk resignations/retirements/terminations:		
Mir Ali	Computer Information Technology Instructor	01/07/2019
Heather Smith	Director of Student Advising Coaches	02/12/2019
Susan Heyde	HCIT Program Director	03/01/2019
Sherri Whitehead	Corporate Education Specialist	03/15/2019

- B. Monitoring Reports
 - Policy # 6 – Emergency President Succession
 - Policy # 9 – Communication and Support to the Board
 - Policy #29 – Diversity
 - Policy #30 – Policy Governance Review
- C. Approval of Board Meeting Schedule/Calendar
- D. Approval of Proposed 2018-2019 Tuition and Fees Schedule

V. Board Committee Reports

- A. Real Estate and Facilities Committee – Ms. Kerri Brown, chair, reported that the committee met on Feb. 26 for property updates and discussed student housing options. Agreed that the college administration should explore housing on west campus. No action was taken.
- B. Personnel and Planning Committee – Mr. Gary Griffis, chair, reported that the committee met on Feb. 26.
 - 1. Mr. Griffis presented the committee’s recommendation to move forward and execute the board calendar and start the ACCT Evaluation tool for the presidential review. **Board approved.** Phone participants: Gibson, aye and Yeager, aye.
 - 2. NJCAA status – Dr. Moore, VPSA, presented an update on applying for NJCAA status for basketball programs and what membership would entail. Mr. Griffis presented the committee’s recommendation to apply for NJCAA status. **Board approved.** Phone participants: Gibson, aye and Yeager, aye.
- C. Budget and Finance Committee – Ms. Melissa Jerry, chair noted that the committee met on Feb. 26.
 - 1. Ms. Jerry presented the committee’s recommendation to approve a zero increase in tuition and approve the course fees as presented. **Board approved.** Phone participants: Gibson, aye and Yeager, aye.
- D. Policy Governance Committee – Mr. Steve Cousins
 - 1. Mr. Cousins presented the committee’s recommendation to approve the Board Policy Governance Manual revisions as presented. **Board approved.** Phone participants: Gibson, aye and Yeager, aye.

VI. Chair’s Report – Mr. Cousins

- A. Board Evaluation of Own Performance/Policy Governance Model
- B. Board Process & Performance Monitoring
- C. Determine Date for July 2019 Board Retreat – Cousins made motion July 12, 2019 for Board Retreat date. Covas/Jerry. All yes; phone participants: Gibson aye and Yeager aye. **Board approved.**
- D. Nomination Committee for Vice Chair – Melissa Jerry, Gary Griffis, Kerri Brown. Nominations to be presented at May board meeting.

VII. Financial Services Report – Mr. Carey Tucker

- A. January Monthly Statements
 January 2019 highlights included total unrestricted revenue of \$9,753,625, which is 70.74% of the total budget of \$13,787,652. Total unrestricted expenses of \$7,437,070, which is 53.94% of the total budget of \$13,787,652. Total revenues over expenditures at January 31, 2019 were \$2,316,555. Total cash and investments at January 31, 2019, were \$9,067,673.35.
- B. February Monthly Statements
 February 2019 highlights included total unrestricted revenue of \$10,226,466, which is 74.17% of the total budget of \$13,787,652. Total unrestricted expenses of \$8,468,566, which is 61.42% of the total budget of

\$13,787,652. Total revenues over expenditures at February 28, 2019 were \$1,757,900. Total cash and investments at February 28, 2019, were \$8,532,880.

C. El Dorado Conference Center Financial/Marketing Reports were presented.

VIII. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Carey Tucker

- The estimated completion date for the Thomas 1905 Administration Building has been changed to August 22, 2019, due to plumbing/piping in basement that needed to be replaced and mold on the stairs.
- The asbestos removal in the McWilliams House has been completed. Morris-Beck Construction began work on January 21. Completion date is on schedule for May.
- The State Auditors are on campus through March reviewing FY 2017-2018 financials.
- The AHEC board voted not to increase premiums or deductibles this year.
- Student Services area will have Jenzabar training in April.

Vice President for Academic Affairs – Dr. Stephanie Tully-Dartez in Dr. Murders' absence

- SouthArk and ATU signed a MOU on February 5 which allowed 15 bachelor's degrees at ATU to be accessible to SouthArk students.
- The college hired a Culinary Arts program director/faculty member, Lillian Ellen, to begin postsecondary course offerings next Fall. She is in the process of working on curriculum, lab renovation and equipment orders.
- The Radiologic Technology program earned the maximum reaccreditation period of eight years from Joint Review Committee on Education in Radiologic Technology (JRCERT).
- The Secondary Technical Center will begin accepting high school juniors and seniors this Fall in the Process Technology program.
- Arkansas Department of Career Education has been consulted on adding Culinary Arts and EMT programs to the Secondary Technical Center offerings.
- Distance Education: nearly 25% of class offerings are online/hybrid and 35% of enrolled students are in online/hybrid courses.
- The Second Annual South Arkansas Literary Festival was held on Saturday, March 9 with 140 participants in attendance.

Action; AMTC #s for next meeting

Vice President for Student Services – Dr. Derek Moore

- Spring Enrollment: Headcount 1,341 (98% of spring 2018, which was 1,370)
- Student semester credit hours 12,752 (99% of spring 2018, which was 12,784)
- Mentor program
- Plans are underway for men's and women's basketball program.

Workforce and Advancement – Dr. Jones

- SouthArk's Outdoor Expo received the Bronze award for Best Photo and Dean Inman was awarded the State volunteer of the Year at the Arkansas Festivals and Events Awards ceremony.
- Invitations for the Foundation Donor and Scholar Luncheon, scheduled for Thursday, April 11, 2019, at the El Dorado Conference Center, will go out on Monday.
- SouthArk, in partnership with the El Dorado Workforce Taskforce Committee and the Chamber of Commerce, planned and sponsored the spring Manufacturing Day on March 12th. This event hosted 323 El Dorado High School 9th-graders. 14 industries provided break-out workshops.
- SouthArk's Adult Education department was recently notified that a Bradley County GED student ranked 12th out of 3,462 students for the highest GED in the state.

Planning and Institutional Effectiveness – Dr. Jones

- SouthArk employees participated in the national College Employee Satisfaction Survey (CESS) through Noel Levitz as a new measure for the Strategic Initiative – Campus Culture. Results should arrive this spring.
- The Institutional Research Department submitted the annual graduation rate and financial aid reports to the Integrated Post-Secondary Educational Data System (IPEDS). These required reports provide the opportunity for benchmark comparisons with peer institutions and are included as measures of institutional effectiveness.

B. President's Update

- Legislative Updates
- SouthArk Lead Class IV visited the Arkansas Capitol on March 5th.

IX. Announcements

X. Executive Session (if required)

XI. Adjournment – 5:20 p.m.

Dr. Kermit Parks, Secretary