

South Arkansas Community College  
Board of Trustees Meeting  
November 15, 2022 - 3:45 p.m.  
Zoom Meeting <https://southark.zoom.us/j/524982966>  
or  
Phone: 1- 646 -558 - 8656  
Meeting ID: 524 982 966

**Minutes**

**Trustees Present:** Steve Cousins-Chair, Gary Griffis-Vice Chair, Crystal Yeager-Secretary, Kerri Brown, Jose Covas, Wayne Gibson, Melissa Jerry

**Trustee Absent:** Courtney Kelley

**SouthArk Staff Present:** Dr. Bentley Wallace, Dr. Stephanie Tully-Dartez, Dr. Michael Armstrong, Tim Kirk, John Baine, Kathy Modica, Dr. Cindy Myers, Justin Geurin, Heath Waldrop, Philip Shackelford

- I. Call to Order – Mr. Steve Cousins, Chair – Called the meeting to order at 3:45 p.m.
- II. Approval of Regular Meeting Minutes – September 20, 2022 – Jerry/Yeager. Zoom/Phone – Cousins-aye, Yeager-aye, Brown-aye, Covas-aye, Gibson-aye, Jerry-aye, **Gary Griffis-aye. Board Approved.**
- III. Approval of Special Called Board Meeting Minutes – October 6, 2022 – Covas/Gibson. Zoom/Phone – Cousins-aye, Yeager-aye, Brown-aye, Covas-aye, Gibson-aye, Jerry-aye, **Gary Griffis-aye. Board Approved.**
- 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. Mr. Cousins requested for (B. Monitoring Reports - Policy #23 ENDS 3 – Connections-Adult Education Efficiency and Effectiveness) to be moved from the Consent Agenda to the regular agenda for discussion.  
**Discussion** – Mr. Cousins referenced the percentage change in enrollment and graduates of students in the GED Program for 2021 and 2022. Dr. Tully-Dartez stated that changes have been made as to how students are enrolled (from an open enrollment pathway to a closed enrollment pathway) – because of the new “managed enrollment pathway,” students are counted earlier in the process. Jerry/Covas. Zoom/Phone – Cousins-aye, Yeager-aye, Brown-aye, Covas-aye, Gibson-aye, Jerry-aye, **Gary Griffis-aye. Board Approved the Consent Agenda.**

A. Personnel Report

**SouthArk New Employees:**

Willie Anderson	Institutional Services Assistant	08/15/2022
Elizabeth Young	Star Service Project Coordinator	09/12/2022
Tequeshi McKoy	Practical Nursing Instructor	11/02/2022
Brooke Morden	Fiscal Support Analyst	11/07/2022

**SouthArk Promotions/Transfers/Organizational Changes:**

Chavez Curley	Academic Support Technician To Star Service Concierge	10/01/2022
Amanda Smith	Sim Lab Technician & Scenario Developer to Simulation Specialist	11/07/2022

**SouthArk Resignations/Retirements/Terminations:**

Kelly Chitwood	Star Service Concierge	09/30/2022
Brooks Walthall	Director of Workforce Development	10/14/2022
Andrea Cooper	Administrative Specialist I	10/17/2022
Allison Dolden	Fiscal Support Analyst	11/11/2022

- B. Monitoring Reports
    - Policy #23 ENDS 5 – Student Experience
  - C. Approval of Board Expense Reimbursement
  - D. Approval of Promotional Items
- V. Board Committee Reports
- A. Real Estate/Facilities Committee – Ms. Kerri Brown – None
  - B. Budget/Finance Committee – Ms. Melissa Jerry - None
  - C. Personnel/Planning Committee – Mr. Gary Griffis - None
  - D. Policy Governance Committee – Mr. Steve Cousins - None
- VI. Chair’s Report – Mr. Cousins
- A. Board Process & Performance Monitoring – Mr. Cousins stated that the Board has been meeting efficiently without issues or concerns.
  - B. Reminders:
    - 1. Statement of Financial Interest Form – Due by January 31, 2023  
(Kathy Modica to send out a reminder)
    - 2. Commencement – Thursday, December 15, 2022 – El Dorado Conference Center  
(Two Sessions – 5:30 p.m. & 7:00 p.m.)
- VII. Financial Services Report – Delivered by Mr. Michael Armstrong
- A. September Monthly Statements  
September 2022 highlights included total unrestricted revenue of \$4,413,647, which is 31.08% of the total budget of \$14,201,194. Total unrestricted expenses of \$3,388,493, which is 23.86% of the total budget of \$14,201,194. Total revenues over expenditures at September 30, 2022 were \$1,025,154. Total cash and investments at September 30, 2022, were \$8,930,314.
  - B. October Monthly Statements  
October 2022 highlights included total unrestricted revenue of \$5,196,287, which is 36.58% of the total budget of \$14,204,274. Total unrestricted expenses of \$4,346,347, which is 30.60% of the total budget of \$14,204,274. Total revenues over expenditures at October 31, 2022 were \$849,940. Total cash and investments at October 31, 2022, were \$10,264,647.
- VIII. President’s Report – Dr. Bentley Wallace
- A. Administrative Reports – Included in the packet
  - B. President’s Updates
    - 1. PTK (Phi Theta Kappa Honor Society) – Sixty-seven SouthArk students (highest number ever), were inducted into the Phi Theta Kappa Honor Society on Thursday, November 10, 2022.
    - 2. Library Re-dedication – Friday, October 7, 2022 – Special event for the Mahony Family with the re-naming of the library (Mahony Family Library).
    - 3. Change to Higher Education Employee Classification – There have been typically two categories of employee identification/classification by Higher Ed - (Classified and Non Classified). Higher Ed in Arkansas has now made the change to only “non-classified classification” for employees which will allow for more latitude.
    - 4. Final Spending Plans for Federal Stimulus Funding – SouthArk is working to complete the spending of Student and Institutional Funds by June 2023.
    - 5. Golden Triangle Economic Forecast Conference – Wallace stated that he met with the group and their main focus/ concerns were on “what the future holds for workforce and affordable housing for future employees.”
    - 6. Election Results – Wallace stated that he does not anticipate much change with the results of the recent elections, and that SouthArk should see a continued focus on workforce from state officials.
    - 7. Legislative Audit Update – The Legislative Audit Exit Interview was held on Monday, October 31, 2022. SouthArk received special approval for Board member Ms. Melissa Jerry to attend. Records/data of revenue, expenditure, accounts receivable, and accounts payable are all accurate/secure, but there are some challenges from previous years in classification of data/data recorded incorrectly. Dr. Bentley Wallace and Michael Armstrong are to meet on December 1<sup>st</sup> with the Legislative Audit Sub-Committee.
    - 8. AACC Commission on Workforce and Economic Development Meeting – Dr. Bentley Wallace attended the AACC Conference on November 1-3<sup>rd</sup>. AACC and ACCT work together at a national level to help determine

“where we are headed in terms of workforce.”

9. Launch of New Project Management System – SouthArk recognized the need for a complete Project Management System to do such things as adequately track projects with efficiency and completion, and therefore the launch of a new “Microsoft TEAMS” based “Project Management Strategy” named “Operations Plan It,” which aligns with SouthArk’s Strategic Planning, has been implemented. “Operations Plan It” consist of four categories: Construction, Growth/Exploration, Operations, Students – and within those categories are currently 36 newly identified projects to be assigned.

IX. Executive Session (if required)

X. Announcements

XI. Adjournment – 4:15 p.m.

Ms. Crystal Yeager, Secretary