

**South Arkansas Community College
Board of Trustees Meeting
January 19, 2016
Administration Building Board Room**

Trustees present: Steve Cameron, Patty Cardin, Steve Cousins, Veronica Creer, Gary Griffis, Dr. Kermit Parks, Tasha Sinclair and Charlie Thomas

Absent: David Ross

Staff present: Phil Ballard, Dr. Mickey Best, Dr. Jim Bullock, Caroline Hammond, David Henry, Sherry Howard, Dr. Barbara Jones, Susan Jordan, Tonya Kendrix, Dr. Tim Kirk, Francis Kuykendall, Casey Martin, Cynthia Reyna, Justin Small, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, Heath Waldrop, and Ray Winiecki

Others present: Lindsay Duncan (El Dorado News-Times) and Floyd Thomas

- I. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 3:48 p.m.
- II. Recognitions and Awards – Dr. Jones reported the following:
 - A. Two promotional projects by South Arkansas Community College captured Gold Medallions at the recent annual District 4 Conference of the National Council of Marketing and Public Relations (NCMPR). A promotional video starring Shelby Gage in a number of different roles received Gold, representing first place. It was written by Heath Waldrop, marketing coordinator, assisted by Katie Farrin and Charley Hankins.
For the second time in three years, the SouthArk Foundation Annual Report, designed and developed by Mr. Waldrop and Cynthia Reyna, was awarded a Gold Medallion.
 - B. The Learning Center (TLC), was granted the national College Testing Association Test Center Certification. Kudos to Casey Martin, TLC director, and staff.
 - C. Dr. Alan Rasco former SouthArk President (2005-2009) passed away on December 13, 2015. Dr. Jones noted the following accomplishments during his term: Master Plan; HLC accreditation; began HSC building project; began Respiratory Therapy program. A moment of silence was observed in his memory.
- III. Regular Meeting Minutes – December 1, 2015 – Board approved.
- IV. Approval of Consent Agenda – Mr. Cousins
 - A. Personnel Report – Dr. Jones presented:
New Employees:

| | |
|------------------------|---|
| Robert McMillan | Skilled Trades Helper |
| 11.16.15 | |
| LaBreshianna Hicks | Administrative Specialist II – NEG Grant |
| 11.23.15 | |
| Hal Munford | Institutional Services Assistant – Night |
| 11.30.15 | |
| Stacey Truax | Administrative Specialist I – Adult Education |
| 12.14.15 | |
| Amy Hix | Advanced Manufacturing Advisor/Recruiter (TAACCT Grant) |
| 01.04.16 | |
| Claudine Forte-Johnson | Futures in Information Technology (FIT) Grant Project Manager |
| 01.04.16 | |
| Sarah Dilmore | Director of Clinical Education – Respiratory Therapy |
| 01.11.16 | |

Promotions/Transfers/Organizational Changes:

Amy Sturdivant to Director of Adult Education
01.07.16
from Employment and Training Case Manager

Resignations/Retirements/Terminations:

Vonerica Stevens Institutional Services Assistant-Night
12.01.15
Lena Wood Adult Education Director
01.04.16
Dr. Alice Hicks Carl Perkins Advisor
01.04.16
Chelsa King Student Recruitment Specialist
01.18.16

B. Monitoring Reports

Policy # 4 – Financial Planning/Budgeting
Policy # 5 – Financial Conditions and Activities
Policy # 7 – Asset Protection
Policy #27 – Lifelong Learning

C. Approval of Board Expense Reimbursement

D. Approval of Promotional Items

Cameron/Cardin. Board approved items A, B, C, & D.

E. Election of Officers – The Board approved the following slate of officers as presented by the Nominating Committee: Mr. Steve Cousins, chair; Ms. Veronica Creer, vice chair; Ms. Patty Cardin, secretary; all serving two year terms.

V. Board Committee Reports

- A. Real Estate/Facilities Committee – Mr. Charlie Thomas – no report
- B. Personnel/Planning Committee – Mr. Gary Griffis – no report
- C. Budget/Finance Committee – Mr. Steve Cameron – no report
- D. Policy Governance Committee – Mr. Steve Cousins – no report
- E. Nominating Committee – see Consent Agenda E above

VI. Chair's Report – Mr. Cousins

- A. Board Process and Performance Monitoring – Mr. Cousins noted that the Board is following procedure.

VII. Financial Services Report – Mr. Carey Tucker presented the following:

A. November Monthly Statements

November 2015 highlights included total unrestricted revenue of \$5,825,011.26 which is 39.2% of the total budget of \$14,858,572.00. Total unrestricted expense of \$5,817,030.43 was 39.15% of the total budget of \$14,858,572.00. Total revenues over expenditures at November 30, 2015 was \$7,980.83. Total cash and investments at November 30, 2015 was \$6,748,728.21.

B. December Monthly Statements

December 2015 highlights included total unrestricted revenue of \$6,588,643.13 which is 48.05% of the total budget of \$14,707,272.00. Total unrestricted expense of \$6,843,732.09 was 46.53% of the total budget of \$14,707,272.00. Total expenditures over revenue at

December 31, 2015 was \$255,088.96. Total cash and investments at December 31, 2015 was \$6,601,488.01

VIII. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

1. The city approved the purchase of an electrical scissor lift for use inside the conference center and have begun the process of seeking bids.
2. 25 events were scheduled in the conference center in December.
3. The architects from Polk, Stanley, Wilcox submitted a draft of the new master plan, with final document expected in the near future.
4. Two on-call architects were approved by the Legislative Council on January 12th: Polk, Stanley, Wilcox Architects, Little Rock; and CADM Architecture, Inc., El Dorado.
5. A table top review of the emergency action plan was conducted by the Cabinet.
6. Mr. Tucker briefed Emergency Procedures to faculty and staff during Convocation.

Vice President for Learning – Dr. Mickey Best

1. The new FIT Grant Project Manager, Claudine Forte-Johnson, is on-board and making visits to high schools.
2. Kudos to the maintenance staff for the timely process of renovating the Welding area with no down time.
3. The Secondary Technical Center will start a new Industrial Technology Mechatronics program in August of 2016 adding to the current post-secondary class.
4. Emergency Medical Technician (EMT)/Paramedic: exploring and setting up the 'Community Paramedic' program.
5. Nursing: Worked with 3 other programs within ARNEC on application for USDA Delta Regional Authority grant, which would provide funds for additional simulation equipment.
6. Preliminary results on last year's pilot project to require a lab experience for College Algebra students suggest that the labs help to improve student success rates. During the spring 2015 semester when students started attending two fifty-minute labs each week, the pass rate went up to 64%. Last semester, the rate went up to 79%.
7. Vernita Morgan, assistant professor of math and coordinator of the basic studies math program, has been nominated to serve as the college's representative in the Mathematics Pathways to Completion (MPC) project which being coordinated by the Charles A Dana Center at the University of Texas.

Vice President for Student Services – Dr. Jim Bullock

1. The Learning Center has developed through BlackBoard an online tutoring system in the academic areas of mathematics, writing, and science. All Spring 2016 students will be enrolled in online tutoring as a BlackBoard course so that they can have access to this service if they need it
2. SouthArk has been approved through the Louisiana Department of Education's Office of Student Opportunities to offer concurrent credit as a Course Choice/Supplemental Course Academy course provider to high school students at Northeast Claiborne Charter School as well as any other school under the jurisdiction of the Louisiana Board of Elementary and Secondary Education (BESE), if approached. Beginning in the 2016-2017 academic year, we will be able to offer any course on the curriculum of the Certificate of General Studies and Associate of Arts as well as any program in the Secondary Technical Center to students in these schools. Additionally, this service will be at no cost to the students

but will be paid through funding provided by the Supplemental Course Academy of Louisiana.

3. The Division of Student Services, led in a project by director of student advising coaches Dr. John Spencer, has developed a virtual “Retention Center” to assist faculty in their efforts to increase student engagement, retention, and success. This page on the SouthArk website lists potential challenges that faculty might face in keeping students productively engaged (i.e. attendance, poor academic performance, disruptive behavior, or personal issues) and directs faculty to the appropriate procedure or person to address a given issue.

Chief Information Officer – Dr. Tim Kirk

1. Jenzabar staff will be onsite thirty-four (34) of the next fifty (50) business days to conduct additional training.
2. Final pass data extraction/conversion will begin March 18, 2016 with SouthArk live on Jenzabar EX April 1, 2016.
3. Information technology staff have installed the desktop alert (panic button) software in all classrooms and is working with faculty and staff to deploy in individual offices.
4. Firewall and router upgrades were completed during the Thanksgiving and winter holiday breaks. These upgrades not only improved the security of the SouthArk network, they permit us to make full use of ARE-ON’s revised Internet access policies.

Chief Institutional Effectiveness & Advancement Officer – Dr. Stephanie Tully-Dartez

1. The new Corporate Education Catalog has been created and published. The current version includes an increased list of soft skills courses for business and industry.
2. Corporate Education will soon be offering non-credit classes at the new classroom in Warren. Initial requests include computer and management training.
3. Amy Sturdivant is the new Director of Adult Education. The department is preparing for a site visit from the state.

Director of Foundation and External Funding – Ms. Cynthia Reyna

1. Annual audit by Evers, Cox and Gober was completed with no issues
2. Save the Date for the following events:
 - Bill Howard Portrait Unveiling – Friday, January 22, at 9 a.m. in the Library atrium
 - An Evening with the Stars – Saturday, April 2 at 6:30 p.m. in the El Dorado Conference Center
 - Friend of SouthArk: First Financial Bank
 - Distinguished Alumnus: Jim Tucker, El Dorado School District
 - Distinguished Alumna: Regina Lambert, Evers, Cox and Gober
 - Annual Donor/Scholar Luncheon, tentatively set for April, date to be determined
3. 500 Annual Reports were mailed; 1,600 Constant Contact emails were sent.
4. The Foundation will be participating, in partnership with the Arkansas Community Foundation, in the “Arkansas Gives” online giving initiative on April 7. This is a fundraising program for the state’s nonprofit organizations which challenges Arkansans to give to the charities of their choice.
5. SouthArk Foundation received \$3,000 for marketing the 2016 Outdoor Expo from the Advertising and Promotion Commission.
6. U.S. Economic Development Assistance pre-proposal has been submitted for funding of the Advanced Manufacturing Training Center.

B. Dr. Barbara Jones, President reported:

1. Still in the last phases of our Spring Enrollment. Appears it is down a little from last Spring. Partly due to moving start date of LPN class.

2. Adding a classroom to the Brunson Center at the Warren site.
 3. Graduation rate increased 19%. First-time, full-time students from 2012.
- C. Lecture Series Update – Mr. Phil Ballard reported:
- The next regular lecture series speaker will be P. Allen Smith on March 10th at 7:00 p.m. in the ECC.
 - On Monday, February 22nd, in the Library Auditorium, Dennis Biddle will be talking about the history of “The Negro Baseball League”.
 - African-American Read-in is scheduled for Tuesday, February 16th, at 12:15 p.m. in Cypress/Oak Rooms of the ECC.
 - Display in Library to help celebrate Black History Month.
- IX. Announcements
- X. Executive Session (if required)
- XI. Adjournment – The meeting adjourned at 5:05 p.m.

Patty Cardin, Secretary