



October 26, 2015

*Leadership is lifting a person's vision to high sights, the raising of a person's performance to a higher standard, the building of a personality beyond its normal limits." — Peter Drucker*

LEADERSHP: I am thrilled to have several new leaders in place for 2015-2016 and grateful for the many leaders that "stepped up" to keep the college moving forward during the times of transition over the past year. We have accomplished much over the past years, but we are always striving to achieve that "higher standard" of performance.

I want to give kudos for all the hard work that has been put into the **Higher Learning Commission (HLC)** Assurance Argument and Compliance documents. We still have much more to do, but we are progressing steadily toward our summer 2016 timeline and site visit in November 2016. Thank you to our HLC leaders – committee chairs and members! Thank you to all faculty and staff, as in one way or another, you are involved in HLC preparations through assessment completion, data entry, procedure updates, catalog review, etc.

Another major project is the **Jenzabar ERP** implementation. This computer infrastructure improvement project has been a major endeavor, especially for our Student Services and Finance and Administration Divisions. We have expended much time, effort and funds to update our 30 year old Poise system. Again, we are making steady progress toward the implementation deadline of March 2016. Thank you to all staff involved in this project! Everyone will be trained – Jenzabar staff will be on site January 12-15, 2016 to conduct training on using the web interface (~Campus Connect).

On another LEADERSHIP topic, I am proud to announce the **first class of SouthArk Lead**: *Linda Bates, Heather Smith, Dr. John Spencer, Amy*

*Sturdivant, and Genevieve White.* Thank you to the task force that suggested the topics. Thanks to our Executive Cabinet and Susan Jordan for scheduling, planning, or serving as the instructors or guides for the 9 leadership modules. Also, Dr. Mickey Best is attending the ACC Leadership Institute this year.

#### **FROM STUDENT SERVICES~**

**Retention Efforts.** In their ongoing efforts to aid in student engagement and success, SouthArk's student advising coaches report that a revised early alert model is showing signs of increased use and effectiveness. For spring 2015, they reported **over 600 early alerts** sent to students, and advisors made over 1200 contacts to follow up with these students, doubling the numbers reported in fall 2014. Likewise, participation in the system by faculty has increased dramatically, with 48% using the system in fall 2014 as opposed to 64% in spring 2015, an increase of 33%. We expect even more participation this fall.

SouthArk received word from the Arkansas Department of Education in March that it was **approved as a digital learning provider** in Arkansas. Recent Act 1280 legislation mandated that all Arkansas students must take at least one course in a digital learning environment between the 9<sup>th</sup> and 12<sup>th</sup> grades before they can graduate. This approval means that SouthArk can provide digital/online courses to high schools to assist their students in meeting the new requirement. We visited with principals at the area high schools in our service area in May and June to make them aware of our digital offerings.

#### **FROM FINANCE AND ADMINISTRATION~**

**Electronic leave form:** An electronic leave form is available at <http://www.southark.edu/leave>; to request leave an employee completes the form and enters their supervisor's email address and clicks on the submit button.

**BENEFITS UPDATES:** A) Affordable Healthcare Act reporting will require SouthArk to give employees a **form 1095-C** showing they received a qualified offer of health insurance in 2015. These forms will be sent to employees in January 2016 along with the W2s.

B) **Annual open enrollment** for health, dental, vision and flex accounts is **November 1-15, 2015.**

C) SouthArk's **pharmacy benefit manager will change** in January 2016 to OptumRx/Catamaran. Covered employees will receive new ID cards in December 2015.

**Payroll/leave certification:** Following healthy discussion at several committee and council meetings, an ad hoc committee was formed to review the payroll/leave certification process. This committee reviewed a process where each employee would receive an email each month reporting the employee's submitted leave (as processed by HR) and indicating the month's regular work days as well as any holidays. After making any corrections, the employee will forward it to their supervisor for review. The supervisor would then forward it to HR. Classified staff would still complete their regular timesheet but will receive this report for their review. HR developed the new process which was rolled out in July.

#### **FROM ACADEMIC AFFAIRS~**

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. SARA is a nation-wide system administered by four regional compacts (WICHE, MHEC, NEBHE, and SREB). The state of Arkansas was approved to participate in the SARA network by the Southern Regional Education Board (SREB) in June 2015. South Arkansas Community College (SouthArk) submitted an application to the Arkansas Department of Higher Education to seek entry into the SARA network, and was approved in August, 2015.

#### **FROM INFORMATION TECHNOLOGY~**

Self-service password recovery: Faculty, staff, and students can now reset their passwords via the myCampus.southark.edu portal. To change a password or to change security questions log into the portal and click on the Help menu. If someone forgets their password, clicking on the help tab without logging in first will permit them to answer their security questions and select a new password.

PXWebQuery for GL accounts and purchase orders: Budget managers can review their accounts and

purchase orders via the PXWebQuery module on the myCampus.southark.edu. Use the drop down menus to select the General Ledger module and then one of the available report collections (GL Balances, Purchase Order, Transactions, GL History or PO History) and then an available report> Click on the green button with the magnifying glass and in a few minutes your report will appear. The reports can be exported and opened in Excel by clicking on the button with a green checkmark on top of a spreadsheet grid. Customized reports can be created by altering the query parameters and saved for future use by clicking on the button with a floppy disk.

**BUILDING UPDATES:** A) The **welding building** renovation will create better ventilation in both welding classrooms, update the electrical support and build more work areas in the larger classroom. The project is scheduled to be complete by mid-January.

**B) Advanced Manufacturing Training Center (AMTC):** The College decided to rebid the AMTC facility. The bids we received were over our estimated budget, so plan to rebid the project in January when the "climate" is more favorable.

**MASTER PLAN:** The College met with our architects to continue work on the master plan for our campuses. The master plan calls for an eventual expansion of the Health Sciences building and additional facilities to support an expansion of SouthArk's support for local and regional needs for the work force. Additional "learning commons" and student gathering and studying areas were suggested. A final college master plan is expected by January 2016.

**SAFETY REMINDERS:** We are committed to safety at SouthArk and have taken many measures to improve the safety at the college in recent years. Prevention is a priority for a safe environment.

A) If you see or hear of something that is out of the ordinary or could potentially present an unsafe situation – **call college security at 999** (from a campus phone for campus emergencies), or 911 for any campus emergency.

B) **Emergency Notification System** – messages sent to phone, email, text (**Make sure your phone number is CURRENT in the college system!**)

C) **Red Phones** in all campus buildings for direct calls to security

D) **Blue Phones** in key parking areas for direct calls to security

E) **Emergency Procedure Manuals** in offices and classrooms with instructions on what to do in various emergencies

F) A **“Make a Report” button** at the bottom of the SouthArk webpage for reporting persons or situations of concern to our Behavioral Review Team

G) **College counselor** available at (870) 864-7235 or [vwilliams@southark.edu](mailto:vwilliams@southark.edu)

Please familiarize yourselves with these processes intended to improve campus safety, and remember that **if you are confronted with a dangerous or emergency situation, please immediately call 911, or if you need campus security, call 999.**

**KUDOS:**

- The 2015 SouthArk **United Way campaign** was the second most successful to date, raising \$9,473. Thanks, Dr. Kirk, for heading

up the college’s efforts to support the many great programs supported by the United Way in our community.

- Dr. Ken Bridges is the Recipient of the 2015 Keeping History Alive Award presented by the South Arkansas Historical Preservation Society.
- Dr. Bridges was appointed to the Arkansas Gifted and Talented Education Advisory Board.
- Ms. Tonya Kendrix was appointed to the Fair Housing Commission.
- Dr. Barbara Jones is serving on the ADHE Master Plan Steering Committee and chairing the College Readiness.

**How to help SouthArk to be more EFFICIENT (from Dr. Tim Kirk):**

- Use the copier down the hall – it is less expensive than using your office printer and paper.
- Remember to turn off the lights when you leave your office.

<b>SouthArk Coming Events</b>			
<b>Date</b>	<b>Description</b>	<b>Location</b>	<b>Time</b>
October 26-28	College Knowledge Week	El Dorado Conference Center	
October 28	Union County High School Principals & Superintendents Meeting	HSC Lecture Hall, Room 136	2-3:30 p.m.
October 29	Student Music Recital	El Dorado Conference Center	Noon
October 29	Union County College Night	El Dorado Conference Center	5:30 p.m.
October 29	Fall Fest	ECC, South Lawn	11 a.m.-2 p.m.
October 29	SGA Haunted House	Independent Living Lab	7-9 p.m.
November 2	Employee Benefits Day	El Dorado Conference Center	10 a.m.-3 p.m.
November 5	Campus Conversations	East Campus, WFD Room 121	10:45 a.m.
November 6	Campus Conversations	West Campus, ECC Cypress & Oak Rooms	8:30 a.m.
November 7	Mistletoe Market	El Dorado Conference Center	9:00 a.m.
November 10	History Lecture Series – Dr. Carl H. Moneyhon	El Dorado Conference Center	6:30 p.m.
November 13	Phi Theta Kappa Induction	El Dorado Conference Center	6:00 p.m.
November 17	Board of Trustees Meeting	Admin Board Rm	3:45 p.m.
November 30	RN Pinning Ceremony	El Dorado Conference Center	6:30 p.m.
December 1	Student Recognition Ceremony	El Dorado Conference Center	7:00 p.m.
December 2	Foundation Board Meeting	Health Sciences Center 3 <sup>rd</sup> floor conference room	Noon
December 3	Student Music Recital	El Dorado Conference Center	Noon
December 6	Between the Lines	El Dorado Conference Center	2:00 p.m.
December 14	LPN Pinning Ceremony	El Dorado Conference Center	6:30 p.m.
December 17	Commencement	El Dorado Conference Center	7:00 p.m.