



May 5, 2011

It is hard to believe that the 2010-2011 academic year is coming to a close. It has been a busy year filled with much planning and many changes which have led to significant progress for the college. I recognize you all for your dedication, sacrifice, flexibility, and willingness to do "whatever it takes" to complete the many tasks and projects we had this year. THANK YOU!

Recent Events: This past month has been packed with many fun, enriching, and monumental events.

- The **Health Science Center Dedication** held on April 21st was a wonderful event, even with the threat of rain and the move into the atrium. I think the coziness of the event made for a more family feeling. The displays set up by faculty and students were excellent. Kudos to Cynthia Reyna and George Roberts for chairing this event and to all the faculty, staff, and students that volunteered their time and expertise.
- **Arts in April:** What a month packed with wonderful and enriching cultural events! Ballet, literary readings, student chorale and piano performances, student arts shows, and the Mikado! Again, praises to our students and everyone in the Liberal Arts Division, as well as others throughout the college involved in planning, hosting, leading, and presenting these events.
- **Spring Fling:** The first major SGA-sponsored event in appreciation of students – the 2011 SouthArk Spring Fling, held on the new "south lawn" of the Student Center, was an overwhelming success! Again – thanks to all involved in planning, cooking, and setting up the fun games. The weather cooperated with a beautiful spring day.
- **Employee Cook-out:** Another beautiful day of fun, fellowship, and good food on the east campus. Thanks to all involved in the planning, cooking, and games. It is wonderful when we all can gather together in a relaxing setting as the SouthArk family.

Budget 2011-2012: The 2011-2012 budget proposal will be submitted to the Board of Trustees Finance Committee and full Board this month. As you know, we received no additional funding this year, and the Governor has indicated that state employees will not receive raises this year. Comptroller Bruce Hankins and I will hold a meeting to provide an overview of the 2011-2012 Budget proposal. The meeting will be held on Wednesday, May 11 at 10A in the Library Auditorium.

Catering on Campus: Thank you all for being patient as we have gone through the transition of opening the conference center and working out the details in our contract with Valley Services. As you all know by now South Arkansas Community College has contracted with Valley Services to provide food service on campus, which includes the conference center, west campus and east campus and the recently opened Bistro. We have worked out an internal agreement with Valley for the college catering and made some policy changes for catering and for using the conference center. Please understand that to offer food service, it costs the college, financially. Thus, we must generate revenue to offset the costs incurred. The new policies require that our caterer is used for all conference center events and on-campus events, unless the food for the event is \$25 or less. Accordingly, Susan Jordan and Ann Southall have worked on modifications to the Official Function forms to reflect these changes.

1. To schedule space at the Conference Center, an Official Functions form with department account number and all administrative signatures, must be submitted to the Conference and Event Planning Office. Room charges must be waived by the President.
2. For official functions requiring catering: Catering request for \$25 or less will be approved to purchase catering from off-campus vendors for functions **not held within the conference center**.
3. An internal menu (see PDF) with special pricing has been created for the **college only**. If menu items are chosen from the general catering menus, a 20% discount will be extended. These menu items and discounts will not be extended to the general public or to SouthArk employees for personal events.
4. SouthArk departments reserving space in the conference center are required to follow the policy and procedures of the facility.

Recently-enacted legislation of the 88th General Assembly: ADHE held an information meeting concerning the recently enacted legislation which will impact higher education. Dr. Cantu, Dr. Tully-Dartez, Lathan Hairston, and I attended. Committees were formed to address the various tasks and decisions related to the legislation. Presidents and Chancellors will serve as ex officio members on the Performance-based funding committee. The following administrative staff members will represent SouthArk on the committees:

Central faculty/staff pools: Becky Riggs

Performance-based funding: Dr. Val Cantu

Expenditure website: Lathan Hairston

Remediation: Dr. Curtis Hill and Dr. Stephanie Tully-Dartez

Emergency Response Task Force: In light of the recent disasters at sister colleges in Arkansas and throughout the United States, an Emergency Response Task Force (ERTF) has been put in place to review and update our existing plans. To support this effort, they will need your assistance. The ERTF will send out a survey to all SouthArk employees asking them for their input for hazard assessment on campus. The hazards assessment survey is being done to gather information from employees about concerns or areas they feel are potential internal and external hazards. The ERTF will then compile data and review with outside professionals to help in updating the crisis response plan. The initial task force includes Ken Kelley and Ann Southall, Co-Chairs, Carl Blake, Sterling Claypoole, Tim Kirk, Tom Posey, Val Cantu, Curtis Hill, Lathan Hairston, Becky Riggs, and Heath Waldrop. Others may be requested to join the group as it expands and development progresses.

Projects: The two houses we acquired on Barton/Hillsboro were razed in time for the HSC Grand Opening. Thanks to the city and our maintenance staff, this area looks much improved. Curbing, sidewalk, and a retaining wall will be built soon. In the future, we may add a sign on this corner. The computers and desks have been moved from the former Learning Center to the Library. The former Learning Center area will be painted/carpeted over the May semester break. Upward Bound should be moving to their new location within the month. In addition, a wall will be installed on the first floor of the Tech Building over the May semester break to create an area for the beginnings of our new University Center. The student area will be retained. The architects are finalizing plans and preparing bid packages for the Whitfield Renovation project and landscaping/sidewalks and patio projects. These projects are funded through the College's plant funds and do not come from our annual operational budget. The plans for the roofing of the Library and Welding buildings should be completed this week. These roofing projects are funded through ARRA funds. These three projects should be completed by August. Again, we are working to provide a pleasant and safe learning environment and campuses for the well-being and success of our students and employees.

Internal Communication Task Force Update: The Executive Leadership Team members were assigned Internal Communication recommendations to address. Listed below is the progress related to each recommendation from the IC Task Force.

Task Force Recommendations: Meeting Structure

- Create a Faculty Senate: [The Faculty Affairs committee serves in this capacity. Dr. Jones meets with the chair of this committee, Dr. Ken Bridges, periodically throughout the year. The functions/duties of the committee include developing recommendations affecting faculty in the areas of employment, compensation and benefits, professional responsibilities and development, and institutional governance. Recommendations are considered at the AASSC.](#)
- Appoint an ad hoc committee to evaluate all standing committees and their structure, functions, and membership responsibilities. [Dr. Cantu will appoint an ad hoc committee at the next AASSC meeting.](#)

Task Force Recommendations: Technology

- Include IT trainings and software upgrade announcements in *Barb's Wire* and *Connections*. [Dr. Kirk is offering Office 2010 migration and Technology Tue-up workshop series. Announcements have gone out through SACC-all. Additional offerings will be forthcoming. Thanks to Dr. Kirk and Donna Hendricks for planning and offering these training sessions.](#)
- Purchase software, which communicates changes in student status to appropriate departments/faculty to increase response time. [Dr. Kirk reports that scripts have been developed to implement processed add/drop changes in Blackboard in near real time. In addition, the Early Alert website has been developed.](#)
- Establish criteria for SACC-ALL emails. [APM 6.16 adopted: "Use of SACC-ALL distribution group is limited to official College business and may only be used to solicit donations or promote events sanctioned by the College or in direct support of college affiliated groups. Users should avoid sending messages soliciting donations or promoting events unless the user has prior knowledge that the recipient would be interested in supporting the event, organization, or activity and it is part of the larger service role of the College within the community."](#)
- Assign an administrator to monitor and approve/return all SACC-ALL emails. [The CIO routinely reviews all SACC-ALL emails and contacts individuals that send messages not permitted under APM 6.16.](#)
- Purchase room-scheduling software for classrooms, meeting rooms, and the conference center. [Several room-scheduling software solutions are under review.](#)

Task Force Recommendations: Campus Facilities (We'll ask our new VPFA to address these recommendations.)

- Reevaluate the purpose and use of parking permits for students and employees. [Discussed but no report](#)
- Designate reserved parking for school vehicles in a well-lighted area. [With completion of the HSC building project, paving of additional parking areas and a place for designated parking area for college vehicles is being considered.](#)
- Establish a consistent campus-wide (east and west campus), way-finding program to include: directories inside and outside buildings, names on office/meeting space, and a logical classroom numbering system. [Kiosks, directories, and signage are being researched at this time. Office number signs were purchased for HSC, Conference/Student Center, and the Library.](#)

Task Force Recommendations: Information Sharing

- Clarify the internal approval process for external communication. [For external communication, the communication should work through the marketing/communications department via campus email. The information should be sent to the coordinator prior to the communication. If the information is time-sensitive, that information should be conveyed.](#)

- Develop training videos for new employee orientation. As requested by HR, Marketing/Communications department will provide technical assistance to produce training videos for new employees.
- Develop a communication tool to apprise pertinent departments of new employees prior to their first day of employment.
- Develop a monthly “Lunch with the President” to which each employee is invited yearly.

Task Force Recommendation: Internal Forum

- Create a community forum exclusively for SouthArk employees. Blackboard Community Module purchased under the Title III grant. The intranet portal is under development by Charley Hankins and Terry Patterson.
- Tabs will include but not be limited to social activities/announcements, leadership council minutes, technology, community events, photos, and videos. Blackboard Community Module purchased under the Title III grant. The intranet portal is under development by Charley Hankins and Terry Patterson.

As the semester closes, I know that many of you will take a short break between semesters or this summer, and others will not return until August. Wherever you go and whatever you do, please know that I hope that you are able to take some time to rest, relax, and rejuvenate. It has been a busy year and you deserve a break. I hope that all your journeys are safe. We look forward to August when you will return for another great year at SouthArk!

Upcoming Events:

- May 13 – 7:00 p.m. – Spring Commencement – El Dorado Conference Center
- May 14 – 10:00 a.m. – GED Graduation – El Dorado Conference Center