

**South Arkansas Community College
Minutes of the Board of Trustees Meeting
Administration Building Board Room
February 18, 2014**

Trustees present: Steve Cameron, Patty Cardin, Sam Chamberlain, Veronica Creer, Vicki de Yampert, Dr. Marc Parnell, David Ross, and Charlie Thomas

Absent: Steve Cousins

Staff present: Phil Ballard, Devyn Brakeman, Art Brown, Dr. Jim Bullock, Dr. Val Cantú, Lathan Hairston, Bruce Hankins, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Jamie McConathy, Dr. Jennifer Parks, Cynthia Reyna, Jim Roomsburg, DeAnna Tracy, Dr. Stephanie Tully-Dartez and Lena Wood

Others Present: Sherelle Black (El Dorado News-Times) and Dr. Kermit Parks

- I. **Call to Order** – Veronica Creer, vice chair, called the meeting to order at 3:55 p.m.
- II. **Recognitions and Awards** – none to report
- III. **Approval of Regular Meeting Minutes** – January 21, 2014. Ross/Chamberlain. Board approved.
- IV. **Approval of Consent Agenda** – Mr. Cousins
 - A. Personnel Report – Dr. Jones reviewed the personnel report and introduced Devyn Brakeman and announced the retirees.
New Employees:

Tamara Wells	Fiscal Support Technician	01.21.14
Edward Newton	Institutional Services Assistant	02.03.14
Devyn Brakeman	Financial Accounting Manager	02.10.14

Promotions/Transfers/Organizational Changes:

Melissa Reedy	to Institutional Services Assistant	02.03.14
	from Institutional Services Extra-Help Evening	

Resignations/Retirements/Terminations:

Sheila Risher	Fiscal Support Specialist	04.30.14
Dr. Val Cantú	Vice President of Learning	06.30.14
- V. **Board Committee Reports**
 - A. Real Estate/Facilities Committee – Mr. Charlie Thomas presented the recommendation from the committee to Purchase the property at 439 South West Avenue for \$200,000, subject to seller providing title insurance and warranty deed free of liens. Board approved.
 - B. Personnel/Planning Committee – Mr. Sam Chamberlain presented the recommendation from the committee to approve the Stepping Stones Program and approve the budget of \$193.58 per Stepping Stone non-credit hour and a \$20 assessment fee per student for submission to the Arkansas Department of Higher Education. Board approved.
 - C. Budget/Finance Committee – Mr. Steve Cameron presented the following items from the committee for the Board's approval:
 - 1) Heritage Plaza
 - a. Accept G.A.G. Builders Inc. with a \$970,000 bid to do the work on the Heritage Plaza project.
 - b. Approve a transfer from unallocated funds of \$157,000 to this project that the College is paying not the Foundation. (See Finance Committee Attachment A) Board approved.
 - 2) Parking lot at Summit and Block Streets transfer of \$50,000 due to change orders. Board approved.
 - 3) A phased software upgrade from POISE to JENZABAR. The total cost of the project is \$950,000 to be paid over a period of three years. The first year obligation of \$500,000 will be funded by Title III Funds of \$300,000, and College Unallocated Cash Funds of \$200,000. The remaining portion of \$450,000 will be paid in annual payments of \$150,000. (See Finance Committee Attachment B) Board approved.

D. Policy Governance Committee – Mr. Steve Cousins – no report

VI. **Chair's Report** – Ms. Creer

- A. Board Process and Performance Monitoring –
- B. Board Evaluation of Own Performance – March – Susan Jordan will send link to Trustees to complete the survey and submit.

VII. **Financial Services Report** – Lathan Hairston

A. Monthly Financial Reports (January 2014) – Mr. Bruce Hankins

January highlights included total unrestricted revenue of \$9,938,994.67 which was 68.60% of the total budget of \$14,488,640.90. Total unrestricted expense of \$7,965,357.71 was 54.98% of the total budget of \$14,488,640.90. Excess revenue over expense at January 31, 2014 was \$1,973,636.96. Total cash and investment at January 31, 2014 was \$7,803,162.37.

The revenue budget was increased \$65,000 to reflect additional Community Education contracts established during the month. \$18,250 was moved from the contingency budget to provide funding for the professional bookstore manager's position.

VIII. **President's Report** – Dr. Barbara Jones

A. The Administrative Reports were presented with the following highlights:

Lathan Hairston, Vice President for Fiscal Affairs:

- 1. The parking lot project is taking additional time due to weather. The contractor will provide their own fill.
- 2. The Heritage Plaza bid has been accepted, a construction agreement will be executed, and work should begin soon.

Dr. Val Cantú, Vice President for Learning:

- 1. SouthArk's Health Science programs continue to be successful in certification pass rates and placement. He attributes this to the seasoned faculty and program directors that oversee the programs.
- 2. Process Technology program is expanding due to new grant.
- 3. Work has begun on developing a pod-cast radio station for communications students in the Performance and Media Arts program to receive hands on training.

Dr. Jim Bullock, Vice President for Student Services:

- 1. Eleventh day enrollment count for the spring semester is 1669 students.
- 2. Several members of the Student Services staff visited classrooms engaging 680 students to make them aware of services offered which could increase their potential for success.

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

- 1. The Institutional and Research section of the SouthArk Website has been updated. Includes Fact Card and Fact Book for your reference.
- 2. An online form was created for budget requests to provide more efficient options for the appropriate strategic initiatives.

Dr. Tim Kirk, Chief Information Officer

- 1. Moving forward on the Jenzabar upgrade.
- 2. The electricians are in the final stages of phase I of the Emergency Notification System and should be complete in the next couple of weeks.

Cynthia Reyna, Director of Institutional Advancement and Foundation:

1. Heritage Plaza “Buy a Brick – Leave a Legacy” campaign is underway. Our goal is to sell 100 bricks by April 30, 2014, and to-date we have sold 50.
2. “Evening with the Stars” is scheduled for Friday, May 2, at 6:30 p.m., at the El Dorado Conference and Student Center. The following will be recognized: *Friend of the College*, Mr. William C. Howard; two *Outstanding Alums*, Melissa Jerry and Greg Taylor.

Dr. Barbara Jones:

Noted items in folders: *Figures and Facts 2013-2014*; public drawing from the Department of Transportation of plans for Hwy 82 and South West Avenue as requested by the Board.

Emergency Management Plan booklets have been created for various emergencies with step by step instructions. These booklets are being distributed to all faculty and staff and will be placed in all classrooms.

The South West Arkansas Planning District/Workforce Board for our region notified us by email that SouthArk will be receiving around \$60,000 General improvement funds. An official letter of notification/confirmation will be forthcoming.

Mr. Phil Ballard announced that Olympic Gold Medalist Shannon Miller will be our next Lecture Series speaker on April 17. Ms. Miller ranks as the most decorated gymnast, male or female, in U.S. history.

IX. **Executive Session** (if required) – none

X. **Announcements/Upcoming Events**

Sam Chamberlain announced that he has submitted his letter of resignation from the Board to the Governor due to relocation out of state with his job.

XI. **Adjournment** – The meeting adjourned at 4:58 p.m. Ross/Cameron. Board approved.

Respectfully submitted,

Marc D. Parnell, O.D., Secretary