

**South Arkansas Community College
Minutes of the Board of Trustees Meeting
Administration Building Board Room
June 25, 2014**

Trustees present: Patty Cardin, Veronica Creer, Vicki de Yampert, Gary Griffis, Dr. Marc Parnell, and David Ross

Absent: Steve Cameron, Steve Cousins and Charlie Thomas

Staff present: Dr. Belinda Aaron, Phil Ballard, Art Brown, Dr. Jim Bullock, Dr. Val Cantú, Bruce Hankins, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Jamie McConathy, Graham Peterson, Linda Rathbun, Cynthia Reyna, Ann Southall, Dr. Stephanie Tully-Dartez and Heath Waldrop

Others Present: Michael Moyers, Jason Holsclaw (Stephens, Inc.) and Sherelle Black (El Dorado News-Times)

- I. Call to Order** – Ms. Veronica Creer, vice chair, called the meeting to order at 3:47 p.m.
- II. Recognitions and Awards** – Dr. Jones acknowledged the following for their service to SouthArk and to our service area communities:
- Linda Rathbun, SouthArk College Store Manager, was approved as the Arkansas representative on the Southwest Bookstore Association's Board of Trustees.
 - Ann Southall, SouthArk Manager of Purchasing and Payment Services, was installed as President of the Arkansas State Council for the philanthropic organization Epsilon Sigma Alpha.
 - Bruce Hankins, CPA, SouthArk Controller, and Jamie McConathy, Dean of Corporate and Community Education completed the Arkansas Association of Two-Year Colleges (AATYC) Leadership Institute.
 - Tonya Kendrix recently received an MSN and MBA from the University of Phoenix. She serves as SouthArk's Nursing Assistant program director. In addition, she was recently sworn in as the Recorder/Treasurer for the city of Hermitage.
- III. Approval of Regular Meeting Minutes** – May 20, 2014. Ross/Cardin. Board approved.
- IV. Approval of Consent Agenda** – Mr. Cousins
- A. Personnel Report – Dr. Jones
- New Employees:
- | | | |
|------------------|---|----------|
| Elizabeth Little | Accountability & Communications Specialist – TAACCT Grant | 05.06.14 |
| Dr. Holly Ayers | Vice President for Learning | 07.01.14 |
- Promotions/Transfers/Organizational Changes:
- | | | |
|---------------|--|----------|
| Valerie Lewis | to Accounting Coordinator from Accountant I | 06.01.14 |
| James Young | to Electronics Instructor TAACCCT Grant 100%
from Secondary Technical Center Director 70% | 07.01.14 |
- Resignations/Retirements/Terminations:
- | | | |
|-----------------|--------------------------------------|----------|
| Gary Hall | Adult Education Instructor | 06.30.14 |
| Joan Gauthreaux | Respiratory Therapy Program Director | 06.30.14 |
- Dr. Jones thanked and acknowledged Dr. Val Cantú, upon his retirement and noted that this was his last board meeting.
- B. Approval of Administrative Procedures Manual (APM) – deferred from May Board Meeting
Cardin/de Yampert. Board approved.
- V. Board Committee Reports**
- A. Real Estate/Facilities Committee – Dr. Marc Parnell presented the committee's recommendation to proceed with plans and secure funding for the proposed Advanced Manufacturing Building on the East Campus. Board approved.
- B. Personnel/Planning Committee – no report
- C. Budget/Finance Committee –
- Michael Moyers & Jason Holsclaw of Stephens, Inc. explained the advantages/benefits of the college's sale/refinancing of bonds.
1. Approval of Union County Community College District General Obligations Refunding Bonds –

Ms. de Yampert made a recommendation from the committee to approve the Bond Purchase Agreement/Resolution as presented with a savings of \$258,443 savings to the college. Board approved.

2. Ms. de Yampert presented the committee's recommendation to implement the 1 % COLA for all employees for the 2014-2015 Fiscal Year budget effective July 1, 2014. Board approved.

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

VI. Chair's Report – Ms. Creer

- A. Presidential Evaluation and Contract Review – Ms. Creer reminded Trustees to complete evaluation before the Board Retreat.
- B. Board Process and Performance Monitoring
- C. The Trustees were reminded of the following events:
 - The Board Retreat will be held on July 18, 2014 beginning at 8:00 a.m. at the home of Mr. Charlie Thomas on Calion Lake. A draft agenda was distributed to Trustees and they were asked to make any recommendations to Dr. Jones.
 - The Association of Community College Trustees (ACCT) 45th Annual Leadership Congress will be held October 22-25, 2014 in Chicago, IL.
 - The Arkansas Association of Two-Year Colleges (AATYC) Annual Conference will be held October 12-14, 2014 in Hot Springs Convention Center.

VII. Financial Services Report

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

April highlights included total unrestricted revenue of \$13,261,986.89 which was 91.68% of the total budget of \$14,465,140.90. Total unrestricted expense of 11,880,605.60 was 82.13% of the total budget of \$14,465,140.90. Excess revenue over expense at May 31, 2014 was \$1,381,381.29. Total cash and investment at May 31, 2014 was \$8,203,553.05.

Unearned revenue of \$177,930,67 of Fall Tuition and Fees was recorded during the month of May for fall 2014 preregistrations. Accounts Receivable amounts were higher than the previous year due to timing of Summer I semester.

VIII. President's Report – Dr. Barbara Jones

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

Vice President for Finance and Administration, Dr. Belinda Aaron:

1. Conference Center:
 - Experienced high volume usage in May.
 - June reservations are minimal allowing for intensive cleaning, painting and organizing to occur.
2. Construction & Grounds:
 - The Heritage Plaza project is on schedule.
 - Summit Street Parking Lot – Contractor's scope of work is substantially complete. Asphalt to be installed in next few weeks. Received second bid on landscaping.

Vice President for Learning, Dr. Val Cantu:

1. The Radiologic Technology program was reviewed by its accrediting body, the Joint Review Committee on Education in Radiologic Technology (JRCERT) on June 19th and 20th.
 2. The TAACCCT grant team held a technical assistance meeting in Hope for the Project Coordinators of all the seven institutions. One of the sessions was on Data Collection and the other on financial responsibilities.
 3. The commencement speaker for summer graduation will be Senator Bobby Pierce.
- Dr. Cantu thanked the board for the opportunity to serve as the chief academic officer at SouthArk for the past 6 ½ years. He noted he had a great experience at SouthArk and made many new friends across the state of Arkansas.

Vice President for Student Services, Dr. Jim Bullock:

1. Enrollment Services
 - Reported that we received continuation of the Arkansas Works Career Coach Grant program, which funds a career coach to engage students on each of the high school campuses in Bradley and Chicot counties.
2. Career Pathways Initiative (CPI)
 - Received notification of a 24% increase in funding for the next cycle of the grant as a result of meeting and exceeding program goals.
 - Continued providing the Student Lingo Workshop, an online program that engages students currently in 33 subject areas that lead to student success. The top two choices of workshops in May were: Mastering the Job Interview and Financial Literacy
3. Veterans Services

SouthArk identified three student veterans to refer for services through the Arkansas Veterans Education and Training Partnership (AVETP) grant program.
4. On May 7 Student Services hosted a meeting of the superintendents and principals from Union County high schools to strengthen their partnerships with SouthArk and to present a menu of services that the college can provide high school students as a bridge from high school to career success.
5. SouthArk signed an MOU with Southern Arkansas University (SAU) to form a new 2 + 2 Honors Program partnership between SouthArk and SAU.

Chief Information Officer, Dr. Tim Kirk:

1. Enterprise Resource Planning (ERP) upgrade

The Jenzabar portal is online and SouthArk staff are working to populate it with content; the new version of Campus Connect is online for staff and students – the faculty section will go online in August.
2. Emergency Notification

The College received bids and a vendor has been selected for installation of the parking lot emergency phones and work is expected to be complete within thirty (30) days.
3. Network Expansion – Warren

This project is complete and the Warren extension is now connected to SouthArk and then to the Internet via a 10MB circuit.
4. Technology work orders

In May 286 work orders were opened and 292 were completed; as of June 16th 186 work orders were opened in June and 205 were completed – 73 work orders remained open.

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

- SouthArk completed submission of data to the Voluntary Framework of Accountability through the American Association of Community Colleges. The measures included are two and six year success rates for entering students, remediation, and progression. SouthArk's participation will allow the college to track successes from year-to-year as well as compare the college to national peer benchmarks.

Director of Institutional Advancement and Foundation, Cynthia Reyna:

1. Outdoor Expo - Sponsorships letters have been sent. Social media (Constant Contact emails, Facebook, website) messages have been sent electronically inviting vendors, exhibitors, cooks. Musical entertainment is being scheduled. The rib cook-off first prize has been raised from \$1,000 to \$2,000.
2. Heritage Plaza – donor solicitations are being finalized.

B. Summer Enrollment – unofficial numbers are a little low.

C. AATYC Presidents/Chancellors Retreat – Dr. Jones attended and noted the following topics that were covered:

- How best to communicate with president.
- Possible Legislative Issues
 - Career Pathways Initiative funding
 - Career Coaches

- IX. Executive Session** (if required) Ms. Creer made a motion to move to Executive Session at 4:45 p.m. No decisions/votes were made.
- X. Announcements/Upcoming Events**
 - A. Next board meeting Tuesday, August 19, 2014
- XI. Adjournment** – The meeting adjourned at 4:53 p.m.

Respectfully submitted,

Marc D. Parnell, O.D., Secretary