

**South Arkansas Community College  
Minutes of the Board of Trustees Meeting  
Administration Building Board Room  
October 21, 2014**

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

**Absent:** Steve Cameron

**Staff present:** Dr. Belinda Aaron, Phil Ballard, Dr. Jim Bullock, Kevia Clemons, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Angela Lopez, Sarah Pasterniak, Graham Peterson, Cynthia Reyna, Karen Strange, Dr. Stephanie Tully-Dartez, Ray Winiecki, Lena Wood

**Others Present:** Student Government Association (SGA) officers: Erica Domine, president; Miranda Bryan and Vinit Modi, senators

- I. Call to Order** – Mr. Steve Cousins, chair, called the meeting to order at 4:00 p.m.
- II. Recognitions and Awards** – Sarah Pasterniak, Recruitment and Student Activities specialist, introduced SouthArk’s new SGA president Erica Domine and two of the senators, Miranda Bryan and Vinit Modi. Dr. Jones acknowledged Heath Waldrop’s receipt of awards from the NCMPR District 4 conference: Silver Medallion (second place) for promotion of last year’s Outdoor Expo and two Bronze Medallions (third place) for video promotion of 2014 GLAMS and for the 2013 Foundation Annual Report. She also noted that Tonya Kendrix was elected to the Arkansas Community College (ACC) conference board.
- III. Approval of Regular Meeting Minutes** – September 17, 2014. Griffis/Parnell. Board approved.
- IV. Assessment Report** – Dr. Stephanie Tully-Dartez presented highlights of the Strategic Plan Outcomes.
- Mr. Cousins made a motion that the Board move in to Executive Session at 4:15 p.m. Board approved.  
The Board moved back to regular meeting at 4:31 p.m.  
Mr. Cousins called for the agenda to move straight to committee reports.  
Mr. Griffis presented the Personnel and Planning Committee’s recommendation for a 5% adjustment to Dr. Jones’ salary retroactive to July 1, 2014. Board approved.
- V. Approval of Consent Agenda** – Mr. Cousins
- A. Personnel Report – Dr. Jones
- New Employees:
- |                  |  |          |
|------------------|--|----------|
| Gabriel Williams | Student Advising Coach – Health & Natural Science      | 09.25.14 |
| Karen Strange    | Foundation Development Assistant                       | 10.15.14 |
| Britt Lowe       | Administrative Specialist I – Health & Natural Science | 10.20.14 |
| Julie Boykin     | Academic Fieldwork Coordinator – OTA Program           | 11.01.14 |
- Promotions/Transfers/Organizational Changes:
- |                    |  |          |
|--------------------|--|----------|
| Nikisha Faulkner   | to Financial Aid Specialist<br>from Administrative Specialist III – Title III Grant    | 10.01.14 |
| Heather Smith      | to Student Advising Coach<br>from Registrar’s Assistant                                | 10.01.14 |
| Marguerite Rodgers | to Assistant to Vice President for Learning<br>from Administrative Specialist II - VPL | 10.01.14 |
- Resignations/Retirements/Terminations:
- |                 |   |          |
|-----------------|---|----------|
| Tamara Wells    | Fiscal Support Technician                 | 10.10.14 |
| Mary Jane Ellis | Administrative Specialist I – Switchboard | 12.31.14 |
- Dr. Jones introduced and welcomed Karen Strange, Foundation Development assistant, to the Foundation office and to SouthArk. She also noted that long-time employee Mary Jane Ellis will be retiring the end of December.
- B. Ratification of new Arboretum Committee Member, Michael Swint.  
Thomas/Parnell. Board approved all consent agenda items.

## **VI. Board Committee Reports**

- A. Real Estate/Facilities Committee – Mr. Charlie Thomas presented the Committee’s five (5) part recommendation from the 10/20/2014 meeting for the Board’s approval.
1. Permission to demolish the following properties:  
East campus – 3 storage buildings  
West campus - 5 buildings located at 429 Wesson, 437 Wesson, 443 Wesson and 421 South West Avenue
  2. Permission to bid the tin roof removal on the motel
  3. Permission to proceed with Phase One of the Advanced Manufacturing and Technology Center with CADM as architect at an estimated cost of \$510,444 of secured funding.  
(The overall project cost is estimated at \$1,093,000; funding pending.)
  4. Permission to replace the HVAC at the Technology building with maintenance reserve funds at an estimated cost of \$200,000.
  5. Permission to proceed with the grant application for the McWilliams House Master Plan.
- The Board approved all five actions.**
- B. Personnel/Planning Committee – Mr. Gary Griffis – Executive Session.
- C. Budget/Finance Committee – Mr. Steve Cameron – no report
- C. Policy Governance Committee – Mr. Steve Cousins – no report

## **VII. Chair’s Report – Ms. Creer**

- A. Board Process and Performance Monitoring – Mr. Cousins acknowledged that the Board is in process.
- B. Ms. Creer announced the name change for the Arkansas Association of Two-Year Colleges (AATYC) is now Arkansas Community Colleges (ACC) and noted that SouthArk was greatly represented at the annual conference October 12-14 at the Hot Springs Convention Center.
- C. Dr. Jones, Mr. Cousins, and Ms. Creer will attend the Association of Community College Trustees (ACCT) 45<sup>th</sup> Annual Leadership Congress October 22-25 in Chicago, IL.
- D. The ADHE State Annual Institutional Trustee Conference will be held on December 5, 2014, in Little Rock. Please let Susan know if you plan to attend.

## **VIII. Financial Services Report – Dr. Belinda Aaron**

- A. Dr. Aaron presented the Monthly Financial Reports for September 2014 prepared by Mr. Bruce Hankins. September, 2014 highlights included total unrestricted revenue of \$4,942,676.64 which was 33.49% of the total budget of \$14,776,352.00. Total unrestricted expense of \$3,621,671.60 was 24.51% of the total budget of \$14,776,352.00. Excess revenue over expense at September 30, 2014 was \$1,321,005.04. Total cash and investments at September 30, 2014 was \$7,259,579.11.
- B. Dr. Aaron acknowledged SWAPPD, Inc. General Improvement Funds funding of \$50,000 for the Advanced Manufacturing Building on East Campus.

## **IX. 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:
- ADHE 2013 Sales Tax/Millage survey – of the 28 institutions, 80% are supported by millage and/or sales tax. Of those, SACC has the lowest millage rate at 0.5 mills.
  - Safety/Security – fire drills were conducted on both campuses to test the new emergency equipment.
- Academic Affairs Division, Dr. Barbara Jones:
- Continuing Education – SouthArk hosted the 2<sup>nd</sup> Annual Manufacturing Career Fair Day on October 2<sup>nd</sup>. The event provided area high school students and job seekers an insight into the wide variety of career paths available in the manufacturing industry
  - **Letters of Notification** – submitted to ADHE September 29, 2014 for AHECB approval.
    - A. Name Change of Existing Certificate, Degree, Major, Option or Organizational Unit  
(No change in program curriculum, option/emphasis or organizational structure)
      1. Basic Gas Welding to SMAW Welding
      2. Welding-Gas Tungsten Arc., (GTAW-TIG) to TIG Welding

3. Basic Welding Technology to MIG Welding
  4. Emergency Medical Technician – Basic to Emergency Medical Technician
  5. Medical Laboratory Science to Medical Laboratory Technician
- B. Deletion  
(Certificate, Degree, Option, Organization Unit)
1. Solid State Technology
  2. Law Enforcement Administration – CP
  3. Law Enforcement Administration – TC
  4. Law Enforcement Administration – AAS

Vice President for Student Services, Dr. Jim Bullock:

#### **Enrollment Services**

- SouthArk's official Fall 2014 enrollment of 1,693 was reported to the Arkansas Department of Higher Education. This is an increase over Fall 2013 of 61 students, or 3.74%. Only approximately 27% of Arkansas two-year colleges reported increases in enrollment.
- Coordinated through Student Activities the launching of the SouthArk chapter of the National Society of Leadership and Success in the Fall 2014 semester and engaged 94 charter members.

#### **Veterans Services**

- On September 23, Victory Media, which publishes *G.I. Jobs* magazine, announced that South Arkansas Community College has been named a Military Friendly© school, a designation that places it among the top 20% of colleges and universities nationwide in the services that it provides to **engage** active and veteran military students. SouthArk is one of only eight two-year schools in Arkansas to receive this designation after an extensive survey process.

Chief Information Officer, Dr. Tim Kirk:

Enterprise Resource Planning (ERP) upgrade

- Jenzabar upgrade is expected to go live July 1, 2016.

Emergency Notification

- Installation of the parking lot emergency phones/cameras is complete.

Network upgrades

- The electronics supporting the network connection between East Campus & West Campus have been upgraded – doubling our intercampus bandwidth.
- Upgrades to the College's anti-malware and anti-virus solutions is almost complete. The upgraded solution permits centralized scanning policies and reporting.

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

- Reported a total of 29 items were published in service area newspapers during the month of August.
- Staff continue to clean, prepare and train for HLC visit.

Director of Institutional Advancement and Foundation, Cynthia Reyna:

- Presented a preliminary report on the 2014 Outdoor Expo.
- Heritage Plaza Dedication scheduled for Thursday, November 6 at 11:00 a.m.

B. Dr. Jones is chair of the Presidents/Chancellors of the Arkansas Community Colleges.

C. Dr. Jones attended the Higher Learning Commission Peer Review Corps

D. City of Distinction Award will be awarded by Arkansas Business in December

E. Lecture Series Update – Mr. Phil Ballard

Inge Auerbacher, a child survivor of the Holocaust, will be the lecture series speaker on Thursday, November 6<sup>th</sup> at 7:00 p.m. in the El Dorado Conference Center.

**X. Executive Session** (if required) – was moved up on agenda at chair's request.

**XI. Announcements/Upcoming Events**

**XII. Adjournment** – The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Marc D. Parnell, O.D., Secretary