

**South Arkansas Community College  
Board of Trustees Meeting – Minutes  
January 24, 2017 3:45 p.m., Administration Building Board Room**

**Trustees present:** Steve Cameron, Patty Cardin, Steve Cousins, Veronica Creer, Gary Griffis, Dr. Kermit Parks, and Charlie Thomas

**Absent:** David Ross

**Via phone:** Tasha Sinclair

**Staff present:** Leslie Appling, Linda Bates, Dr. Mickey Best, Dr. Jim Bullock, Keith Everett, Caroline Hammond, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Cindy Meyer, Robert Norman, Cynthia Reyna, Shannon Rogers, Philip Shackelford, Justin Small, Ann Southall, Dr. John Spencer, Carey Tucker, Dr. Stephanie Tully-Dartez, Genevieve White, Nancy Whitmore, and Ray Winiecki

**Others present:** Lori Dodson (student) and Brittany Williams (El Dorado News-Times)

1. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 3:46 p.m.
2. Recognitions and Awards – Dr. Barbara Jones recognized the following:
  - Shannon Rogers, cosmetology instructor, received the Most Outstanding Student Award from the Stand Foundation Leadership Institute.
  - Lori Dodson, Radiologic Technology Student, was awarded one of seventeen \$500 Lambda Nu Student scholarships and was the only recipient from Arkansas.
  - Dr. Jones acknowledged and gave her thanks and appreciation to Cindy Myer, Dr. John Spencer, Genevieve White, Jennifer Baine, Dean Inman, Dr. Tim Kirk, Linda Bates, and Carey Tucker who served as HLC Criterion/QI chairs for their HLC re-accreditation efforts. Co-chairs for this whole effort were Dr. Jim Bullock and Dr. Mickey Best. Dr. Stephanie Tully-Dartez was extremely instrumental in providing guidance and support throughout the process.
  - Dr. Jones also expressed her appreciation to all SouthArk faculty and staff that served on HLC committees and assisted in the preparation of the HLC visit.
  - Dr. Jones shared the unofficial, preliminary remarks from the team’s review summary.
  - Patty Cardin expressed appreciation to Dr. Jones for her leadership of this team as well.
3. Approval of Regular Meeting Minutes – November 15, 2016 – Cardin/Griffis. Board approved, with correction noted. State Representative Sonia Barker spelling on page 5 under legislative topics as noted by Dr. Parks.
4. Approval of Consent Agenda – Mr. Cousins
  - A. Personnel Report was presented by Dr. Jones.

**SouthArk new employees:**

Mary Kate Sumner	Admin Specialist II – Vice President for Learning	December 1, 2016
Kimberly Griffin	Student Advising Coach	December 6, 2016
Kristie Morgan	Fiscal Support Specialist – Bookstore	December 12, 2016
Mir Ali	Computer Information Technology Instructor	January 1, 2017
Tonya McGhee-Pryor	Career Coach- College & Career Readiness Program	January 9, 2017
Bernadette Hall	Director of Clinical Education for Respiratory Therapy	January 18, 2017

**SouthArk promotions/transfers/organizational changes:**

Sarah Dilmore	Interim Program Director Respiratory Therapy to Permanent Program Director Respiratory Therapy	December 1, 2016
Brandy Mendoza	Interim Surgical Technology Program Director to Permanent Surgical Technology Program Director	January 1, 2017

**SouthArk resignations/retirements/terminations/contract non-renewals:**

Jessica Hart	Career Coach – College & Career Readiness Program	November 25, 2016
Stacey Truax	Admin Specialist I – Adult Ed	December 9, 2016
Sherry Briggs	Career Development Facilitator Reporting Specialist	December 12, 2016
Mark O’Neal	Director of Public Safety	December 31, 2016
Larry Powell	Faculty – Grant Ended	December 31, 2016
Gabriel Williams	Student Advising Coach – Health & Natural Sciences	December 31, 2016
  - B. Monitoring Reports

- Policy # 4 – Financial Planning/Budgeting
- Policy # 5 – Financial Conditions and Activities
- Policy # 7 – Asset Protection
- Policy #27 – Lifelong Learning – Dr. Parks noted correction on p. 21 – Physical *Therapy* Assistant should be *Therapist* Assistant.

Cardin/Cameron. Board approved with correction.

- C. Approval of Board Expense Reimbursement – Cameron/Griffis. Board approved.
- D. Approval of Promotional Items – Cardin/Griffis. Board approved.
- E. Request from the chair to add ratification of new arboretum board member to the agenda. Cameron/Cardin. Board approved. Recommendation from the Arboretum Board by Keith Everett to ratify Keith Dodson as a new committee member. Cameron/Cardin. Board approved.

5. Board Committee Reports

- A. Real Estate/Facilities Committee – Mr. Charlie Thomas – no report
- B. Personnel/Planning Committee – Mr. Gary Griffis – no report
- C. Budget/Finance Committee – Mr. Steve Cameron – no report
- D. Policy Governance Committee – Mr. Steve Cousins/Ms. Creer – no report

6. Chair’s Report – Mr. Cousins

- A. Board Process and Performance Monitoring – Mr. Cousins thanked the trustees for their participation and support of the HLC site visit meeting.
- B. Reminded Trustees that Statement of Financial Interest forms are due by January 31<sup>st</sup>.

7. Financial Services Report – Mr. Carey Tucker presented:

A. November Monthly Statements

November 2016 highlights included total unrestricted revenue of \$5,769,644, which is 40.85% of the total budget of \$14,125,436. Total unrestricted expenses of \$5,193,330, which is 36.77% of the total budget of \$14,125,436. Total revenues over expenditures at November 30, 2016 were \$576,317. Total cash and investments at November 30, 2016 were \$7,467,011.

B. December Monthly Statements

December 2016 highlights included total unrestricted revenue of \$6,454,726, which is 45.70% of the total budget of \$14,125,436. Total unrestricted expenses of \$6,063,750, which is 42.93% of the total budget of \$14,125,436. Total revenues over expenditures at December 31, 2016 were \$390,976. Total cash and investments at December 31, 2016 were \$7,696,131.

8. President’s Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

1. Conference Center

- A. Valley Services has hired a new chef, Tammi Martin, who began work the first of January. Reynolds Boykin, the interim chef, will continue in a support role for major events.
- B. The total expenses for CY 2016 is less than \$300,000.

2. Controller

- A. The budget process for the Fiscal Year 2017-2018 Budget has begun. Training for budget managers was held on January 6.

3. Human Resources

- A. The Arkansas Higher Education Consortium (AHEC) met twice in January to discuss the problem with delayed claims payments. Claims have outdistanced the premiums. The AHEC board voted for each consortium member to make an extra monthly payment in March to help with the backlog. SouthArk will pay approximately \$90,000. Additional plan changes are expected to go into effect July 1, 2017.

4. Physical Plant

- A. Johnson Controls and their subcontractors have begun work on the performance contract. Exterior lighting has been upgraded to LED on both campuses and the interior lighting in the Gymnasium has been completed.

- B. All paperwork has been completed for the EDA grant. Once approved by the Austin regional office, the AMTC project will go out for bid.
- C. Phase 2 of the McWilliams renovation project was awarded to ERC. The project will start this week.

Vice President for Learning – Dr. Mickey Best:

1. Career & Technical Education:
  - A. Approximately 56 high school welding students in service area attended the 2016 Arkansas Welding Expo at Verizon Arena on December 6, 2016.
  - B. The Process Technology program is placing 10 students in internship at local industries for the Spring 2017 semester.
2. Distance Learning:
  - A. Fall 2016 Data:
    - 25% of fall 2016 courses were online/hybrid courses – 84 out of 329 courses
    - 34.4% of fall 2016 enrollments were in online/hybrid courses
    - 88% of fall 2016 students enrolled attained Smarter Measure technical competency
3. Health & Natural Sciences:
  - A. Caroline Hammond has been appointed to the Board of Directors for Hudson Memorial Nursing Home.
  - B. Respiratory Therapy: Accreditation visit will be February 27-28<sup>th</sup>
  - C. Nursing:
    - The RN program had a 100% pass rate (29 students) on the ATI Comprehensive Exam, which is a predictor exam for NCLEX. ‘Passing’ equates to a 90% probability of passing the NCLEX on the 1st attempt.
    - New class of 40 (instead of 32) started January 10<sup>th</sup>.
4. Liberal Arts:
  - A. Education, as a non-accredited program has an ADHE mandated program review for 2016-2017. Off-site reviewers have been identified as a part of the ADHE program review process that will occur on campus.
5. Library:
  - A. A Personal Librarian Program was started in conjunction with New Student Orientation on January 5, 2017. Each new incoming freshman is provided with the name of a personal librarian to assist them in their use of the SouthArk Library.

Vice President for Student Services – Dr. Jim Bullock

1. The Career Pathways (CPI) Grant Program continues to provide evidence of student and program success. The program’s primary measurement of effectiveness is captured in two metrics: Entered Employment (with a statewide goal of 55%) and Retained Employment (with a statewide goal of 80%). SouthArk’s CPI program from July-December 2016 achieved for its students an Entered Employment rate of 92%, and its latest 12-month Retained Employment rate was 91.5%, the second highest in the state.
2. The Carl D. Perkins Grant Program had set as its goal for all of AY 2016-2017 to provide access to career development services to at least 250 students in career and technical education, health sciences, and business and technology via classroom presentations, a pre-job fair workshop, a job fair, and individual appointments. During Fall 2016 it already successfully has met over 2/3 of its *annual* goal by engaging and providing access to these services to 167 students.  
In addition, the Perkins advisor provided internship interview preparation for 11 process tech students.
3. In the Office of Student Success Services, the Counseling Department set a goal of at least a 1% increase in the persistence/retention/graduation rates of students receiving student success services/counseling. In 2015, 79% of those served persisted, were retained, or graduated. In 2016, that number was 85%, for a 6% improvement.
4. In the matter of Title IX awareness, the Title IX Coordinator had set a goal that at least 50% of the campus community would be able to report on a survey that they know how to get help for sexual harassment, domestic violence, dating violence, and stalking on campus. In a survey, 52 respondents, including faculty, staff, and students, answered affirmatively to multiple questions at a rate of 94-100%, confirming awareness of their rights, as well as policies and procedures involved in Title IX issues.

A third goal was to achieve at least a 1% increase in persistence/graduation of students receiving accommodations. The goal was met, increasing that percentage from 17% to 27%, an increase of 10% over the previous year.

5. The Testing and Learning Center (TLC) had set as a goal a 2% increase from semester to semester in the number of students taking advantage of its new online tutoring resource. The actual increase from Spring 2016 to Fall 2016 was 42% (19 to 27 students).

Chief Information Officer – Dr. Tim Kirk

1. Enterprise Resource Planning (ERP) upgrade – Jenzabar & PowerFAIDS end of year updates are installed.
2. Emergency Alert System – OIT staff have installed an update to the Alertus system and can now active preset alerts via a cell phone.
3. Rural Healthcare Connect Fund Program – the Universal Service Administrative Company (USAC) has deemed the Warren and East Campus locations eligible to participate in the Rural Healthcare Connect Fund Program.
4. Classroom upgrades – Replacement of classroom computers in the Health Sciences Center will be completed in January Equipment in TEC209 was replaced.
5. Data Center Upgrade – equipment supporting the data center upgrade is on site; initial configuration is complete; anticipate “go live” following Jenzabar migration – February 10-11.
6. Wi-Fi network upgrade – OIT staff continue the process of decommissioning the College’s legacy BlueSocket Wi-Fi network.

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

1. Business and Community Education
  - A. Murphy Foundation has made scholarships available for students of the Certified Kitchen Cook and Certified Restaurant Server programs.
2. Adult Education
  - A. Adult Education was awarded the Accelerating Opportunities grant in the amount of \$37,237. The grant allows Adult Education students to enroll in credit and certification courses while completing their GED. The Computer Care Specialist and Certified Production Technician (non-credit, credential) programs were the approved career pathways for the startup of this project.
3. Marketing and Communications
  - A. The website chat feature has seen very high usage prior to and immediately after the beginning of the Spring 2017 semester. Most common questions have been related to enrollment, financial aid, and login errors with MyCampus and email.

Director of Foundation and External Funding – Cynthia Reyna

1. Audit - Annual audit by Evers, Cox and Gober completed with excellent report.
2. Events – Save the Date
  - Annual Donor/Scholar Luncheon, tentatively set for April, date to be determined.
3. Projects
  - Annual Fund Drive/Community – July 1, 2016 - December 31, 2016  
Annual Fund Drive/General Fund = \$5,780  
All other funds = \$122,008.51
4. Grants
  - Advertising and Promotion Commission – requested \$3,000 for 2017 Outdoor Expo, pending.
  - Delta Regional Authority – received \$200,000 for funding of the Advanced Manufacturing Training Center.
- B. Lecture Series Update – Tim Ernst will be the speaker on March 9, 2017. [Mr.](#) Ernst is a long-time outdoorsman, hiker and is Arkansas' Wilderness Photographer.
- C. Legislative Topics
  1. HB 1209 – changing performance funding model to funding formula based on productivity
  2. Governor’s Announcement: Higher Education Productivity Formula will be proposed to the legislature. If approved, it will focus on outcomes not just enrollment.
  3. Lottery Scholarship – Arkansas Challenge Scholarship
  4. Arkansas Futures Grant
  5. Tax Legislation

Dr. Parks raised the question regarding trustees’ absences being reported to the Governor’s office. Dr. Jones indicated that she had been in contact with the Governor’s Appointment Office. Mr. Cousins noted information is provided in the folders.

9. Announcements

10. Executive Session (if required) – none

11. Adjournment – 5:08 p.m.

Patty Cardin, Secretary