

**South Arkansas Community College  
Board of Trustees Meeting – Minutes  
June 20, 2017, 2:45 p.m., Administration Building Board Room**

**Trustees present:** Kerri Brown, Steve Cousins, José Covas, Veronica Creer, Gary Griffis, Melissa Jerry, Dr. Kermit Parks, and Tasha Sinclair

**Absent:** Patty Cardin

**Staff present:** Dr. Jim Bullock, David Henry, Sherry Howard, Dr. Barbara Jones, Dr. Tim Kirk, Robert Norman, Cynthia Reyna, Philip Shackelford, Justin Small, Ann Southall, Mary Kate Sumner, Carey Tucker, Dr. Stephanie Tully-Dartez, Ray Winiecki, and Dr. Jim Yates

**Others present:** Brittany Williams (El Dorado News-Times)

- I. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 2:40 p.m.
- II. Program Reviews – Dr. Stephanie Tully-Dartez and Dr. Jim Bullock reported on program assessments/viability of programs.
- III. Recognitions and Awards – Dr. Barbara Jones recognized the following:
  - **Scott Larkin** received recognition from the Phi Theta Kappa (PTK) Honor Society Headquarters for his 20 years of service as advisor of the Alpha Gamma Iota Chapter of Phi Theta Kappa. He was unable to attend the Board meeting and will be presented the pin at a later date.
  - **Commission on Accreditation in Physical Therapy Education (CAPTE)** – Physical Therapist Assistant education program received notification of continued accreditation for eight years. (letter in folder)
  - **Dr. Stephanie Tully-Dartez** for being selected to participate in American Association of Community Colleges' (AACCC) Future Leaders Institute.
- IV. Approval of Regular Meeting Minutes – May 16, 2017 – Board approved.
- V. Approval of Consent Agenda –

Mr. Cousins explained that he did some research regarding consent agenda procedure according to Roberts Rules of Order and the chair is to ask the trustees if any items need to be removed from the consent agenda and moved to the regular agenda for discussion/comments/questions. Items left on the consent agenda are not discussed, not voted on, and are considered accepted as presented. He stated that information should be provided in the packet so the trustees can review these prior to the meeting and know whether or not to adopt the consent agenda as a whole or move any items to the regular agenda.

Dr. Kermit Parks asked that the APM (B) be removed from the Consent Agenda to the regular agenda.

Mr. Cousins stated that the APM will be moved to the regular agenda and Consent Agenda items (A) and (C) were approved as presented without objection and proceed to the APM as a regular agenda item.

  - A. Personnel Report
    - SouthArk new employees:**

Michelle Galbraith	Clinical Coordinator – Surgical Technology	May 30, 2017
--------------------	--	--------------
    - SouthArk promotions/transfers/organizational changes:**

Kathy Nelson	Administrative Specialist I – Switchboard to Administrative Specialist I – Liberal Arts	June 12, 2017
Dr. Stephanie Tully-Dartez	Interim Associate Vice President for Workforce and Career Education	July 1, 2017
Dr. James Yates	Interim Associate Vice President for Arts, Sciences and Academic Support	July 1, 2017
Heath Waldrop	Coordinator of Marketing to Director of Marketing	July 1, 2017
    - SouthArk resignations/retirements/terminations/contract non-renewals:**

Grace Palculict	Career Counselor/ NEG Grant	June 30, 2017
Justin Small	Director of Physical Plant	June 23, 2017
  - B. Administrative Procedures Manual (APM) – moved to regular agenda.
  - C. Recommendation from the Foundation Board of Directors to ratify José Covas, Plant Manager-Calion Lumber Company, and Craig Mobley, Vice President-First Financial Bank, as new Foundation directors.

**Administrative Procedures Manual (APM)** – Mr. Cousins noted the table/list of procedures and changes since board’s last approval and called for discussion.

Dr. Parks distributed/presented a statement and a motion regarding the APM.

Mr. Cousins recommended that Dr. Jones and the administration have time to review the motion and respond before the next meeting or at the Board Retreat.

Kerri Brown seconded.

Dr. Jones explained these are procedures and not policies. They are procedures so College administrators can handle things operationally. The changes have to do with operations of the college. The Board’s role and responsibility is for policy setting and passing policies.

Tasha Sinclair deferred her vote and recommended discussing at the Retreat.

Gary Griffis stated he prefers discussion at the Retreat and would like to understand the intent of the motion.

Jose Covas commented on the legal aspects, noting that procedures to carry out the policies are just as important as the policies.

Chair asked for all in favor of enacting Dr. Parks’ recommendation as written by show of hands.

Two yes/three opposed.

APM will be placed on agenda for the Retreat.

Mr. Cousins questioned why the board approves the APM and if it is a legal requirement.

Administration will clarify with Attorney General’s office if the Board approves operational procedures.

## VI. Board Committee Reports

A. Real Estate/Facilities Committee – In the absence of Ms. Patty Cardin, Mr. Covas reported that the committee gave the college the opportunity to pursue specific property and come back with a proposal.

B. Personnel/Planning Committee – Mr. Gary Griffis noted the committee met. Dr. Jones’ contract is a 36 month rolling term contract and is reviewed annually. The President’s annual evaluation is based on achievement of goals and objectives for 16-17 which will be discussed further at Board Retreat. Mr. Griffis presented the Committee’s recommendation to renew the president’s contract. Board approved.

C. Budget/Finance Committee – Ms. Veronica Creer presented the following recommendation/motion from the committee:

*The Finance Committee recommends a Merit Bonus lump sum payment to full-time employees of SouthArk. The payments will be 2% of the annual salary for faculty exceeding standards and staff with excellent ratings, 1.5% of annual salary for staff rated above average, and 1% of annual salary for faculty meeting requirements and staff with a satisfactory rating. Those receiving the bonus pay must have been a full time employee from July 1, 2016 through June 30, 2017 and have an agreement for services for the academic year 2017-2018.*

Dr. Parks recused himself from the vote.

Board approved.

Note: There was a special called board meeting on June 26 to amend this motion.

*The Finance Committee recommends a Merit Bonus lump sum payment to full-time employees of SouthArk. The payments will be 2% of the annual Salary for faculty exceeding standards and staff with excellent ratings, 1.5% of annual salary for staff rated above average, and 1% of annual salary for faculty meeting requirements and staff with a satisfactory rating. Those receiving the bonus pay must have been a full time employee from July 1, 2016 through June 30, 2017.*

This keeps the same language, but removes the last line that read *...and have an agreement for services for the academic year 2017-18.*

Cardin/Griffis. Board approved.

D. Policy Governance Committee – Mr. Cousins noted the committee will meet before the Board Retreat.

## VII. Chair’s Report – Mr. Cousins

A. Board Process and Performance Monitoring – deferred to retreat.

B. President’s Evaluation and Contract Review – covered in committee report

C. Reminder:

1. Board Retreat Friday, July 21, 2017 at 8:00 a.m., El Dorado Conference Center
2. ACCT Annual Leadership Congress – September 25-28, 2017, Las Vegas
3. ACC Annual Conference – October 15-17, 2017, Little Rock

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

A. May Monthly Statements

May 2017 highlights included total unrestricted revenue of \$12,756,918, which is 90.3% of the total budget of \$14,125,436. Total unrestricted expenses of \$11,269,255, which is 79.8% of the total budget of \$14,125,436. Total revenues over expenditures at May 31, 2017 were \$1,487,663. Total cash and investments at May 31, 2017, were \$7,913,671.

Strategic Plan Basic Initiatives – Dr. Jones presented proposed areas of focus/emphases for new Strategic Plan.

- A. Pathways related to student success and pathways to completion
- B. Strengthening connections through communication
- C. Broadening cultural enrichment for our students and community
- D. Support institutional excellence
- E. Enhance student experience

IX. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

1. In honor of SouthArk's 25<sup>th</sup> year, the Bookstore is offering a \$25 gift certificate for anyone registered for the second summer term beginning in July.
2. The Heritage Plaza fountain is not working.

Vice President for Academic Affairs

1. Dr. Jim Bullock began duties as Interim VP for Academic and Student Affairs/Provost on May 20<sup>th</sup>.
2. The Process Technology program has placed five students in internships at local industries for the summer term.
3. SouthArk hosted "Connecting Education to Industry" workshop sponsored by Economics Arkansas on June 13<sup>th</sup>. A group of 15 local educators attended the event.
4. Blackboard Usage is increasing.
5. Accreditation Commission for Education in Nursing (ACEN) has notified ARNEC (our LPN-to-RN consortium) that the program may move forward with the candidacy process for possible accreditation. This is good news, because they had not considered ARNEC to be qualified for accreditation in the past.
6. Correction: The Commission on Accreditation in Physical Therapy Accreditation (CAPTE) granted continued accreditation to the Physical Therapist Assistant program at SouthArk in late April.
7. Phi Beta Lambda (PBL) students will participate in national competition in Anaheim the week of June 23-28.
8. Library Director Philip Shackelford spoke at the El Dorado Kiwanis Club on May 31<sup>st</sup>.

Vice President for Student Services – Dr. Jim Bullock

- Four existing grant programs already in place in the Division of Student Services at SouthArk were renewed in May:
  - **Upward Bound**, awarded for another five years, its application having received a perfect score from all reviewers
  - **Arkansas Works Career Coach Grant in Bradley and Chicot Counties**, awarded for another year
  - **Career Pathways Initiative**, awarded for another year.
  - **National Emergency Grant/Arkansas Sector Partnership**. This grant was to have ended officially in June 2017, but was notified that it had been extended another year until June 30, 2018.

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

1. Corporate Education's current Certified Production Technician (CPT) students completed Safety Assessments with an average score above the national average.
2. All Certified Kitchen Cook students passed their certification exam.
3. Christy Wilson began her role as Institutional Effectiveness Coordinator. This will be structured as release time with her math faculty duties.

Director of Foundation and External Funding – Ms. Cynthia Reyna

1. Outdoor Expo
  - Sponsorships received to date is \$35,000 – Goal is \$100,000
  - Title sponsor is Apex-Redi Mixed Concrete, John Milam
  - Department of Education Upward Bound grant renewed, \$1,361,875 for 5 years

2. Annual Fund Drive

Employees:

- o 61% overall employee participation this year (up from 56% last year)
- o Raised almost \$5,000 more this year, with 40 new/first time gifts from employees this year, 25 of which were new monthly payroll deductions.

Community, including Trustees:

- \$210,00 in fiscal year July 1, 2016 – June 30, 2017

- B. Summer Enrollment – preliminary numbers show Summer I and II are up and Long Summer down.
- C. Dr. Jones will attend the ACC Presidents/Chancellors Retreat July 12-13, 2017.
- D. Planning Council Retreat – July 11, 2017
- E. Summer Pell Grants have been approved. We will be able to award in Summer 2018.
- F. Considering basketball and shooting clubs as possible SouthArk club sports
- G. SouthArk Lecture Series Update – Dr. Jim Yates reported that John Douglas will be the fall speaker on October 12<sup>th</sup>.

X. Executive Session (if required) – none

XI. Announcements

XII. Adjournment - The meeting adjourned at 3:37 p.m.

Patty Cardin, Secretary