

**South Arkansas Community College
Board of Trustees Meeting – Minutes
September 19, 2017, 3:45 p.m., Administration Building Board Room**

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

Absent: Patty Cardin and Veronica Creer

Staff present: Dr. Jim Bullock, Bill Fowler, Caroline Hammond, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Robert Norman, Cynthia Reyna, Philip Shackelford, Ann Southall, Carey Tucker, Heath Waldrop, Christy Wilson, and Dr. Jim Yates

Via telephone: Dr. Stephanie Tully-Dartez

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

- I. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 3:45 p.m.
- II. Recognitions and Awards – Dr. Barbara Jones
- III. Approval of Regular Meeting Minutes – June 20, 2017 – Board approved.
- IV. Approval of Consent Agenda –
Mr. Cousins asked if any items needed to be removed from the consent agenda and moved to the regular agenda for discussion/comments/questions. Dr. Kermit Parks requested Monitoring Reports #3 - Policy #25 and #4 - Policy #26 be removed from the Consent Agenda to the regular agenda for discussion.

A. Personnel Report

SouthArk new employees:

Joanna Carpenter	Administrative Specialist I- Bradley County	July 3, 2017
Coleman Dowda	Alternative Sentencing Case Manager- Bradley County	July 3, 2017
Melinda Farley	Library Technician	July 3, 2017
Helen Frosh	Administrative Specialist I- Bradley County	July 3, 2017
Summer Goode	Administrative Specialist II- VPAA	July 3, 2017
William Rankin	Program Coordinator- Bradley County	July 3, 2017
Rebekah Wagner	E&T Case Manager	July 3, 2017
Daryl McClellan	Physical Plant Director	July 19, 2017
Tamara Smith	Industrial & Safety Instructor	July 19, 2017
Sarah Bauldree	PN Nursing- Evenings	July 31, 2017
Zanna Linder	PN Faculty- Warren	August 14, 2017
Ted James	Mechatronics Instructor	August 16, 2017
Alejandra Munoz	Student Advising Coach	September 1, 2017
Micah Sanford	Recruiter	September 11, 2017

SouthArk promotions/transfers/organizational changes:

Debra Allison	E&T Case Manager to Adult Education Advisor	July 1, 2017
Stephanie Tully- Dartez	Interim Associate VP for Workforce & Career Education	July 1, 2017
James Yates	Interim Associate VP for Arts, Sciences and Academic Support	July 1, 2017
Nita McDonald	from Administrative Specialist I- ECC to Administrative Specialist I- Telephone	August 7, 2017

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

Faith Elliott	Mechatronics Instructor	June 30, 2017
Julie Boykin	OTA Instructor	August 2, 2017
John Spencer	Music Instructor	August 4, 2017
Jeffrey Dubose	Welding Instructor	August 7, 2017
Summer Goode	Administrative Specialist II- VPAA	August 17, 2017
Melissa Kyle	Tutor Coordinator	August 25, 2017
Kara Lowery	Recruiter	August 31, 2017
Grace Depper	Corporate Education Para-Professional	September 8, 2017

B. Monitoring Reports

1. Policy #10 – ENDS focus of Grants or Contracts
 2. Policy #24 – ENDS Transfer Education
 - Consent Agenda items 1 and 2 were approved by the Board.
 3. Policy #25 – ENDS Occupational/Workforce Education
 4. Policy #26 – ENDS Developmental Education
 - Consent Agenda items 3 and 4 were approved by the Board following discussion.
- Parks/Covas. Board approved.

V. Board Committee Reports

- A. Real Estate/Facilities Committee – In the absence of Ms. Patty Cardin, chair, Mr. Jose Covas presented the recommendation from the Real Estate Committee to purchase the property at 430 South West Avenue for \$135,000. Board approved.
- B. Personnel/Planning Committee – Mr. Griffis presented the following recommendations from the Committee:
 1. President’s Salary
Based upon the President’s performance and goals and objectives set last year the Committee recommends a 3% Salary Increase to Dr. Jones’ salary, which is in 2 components: (a) 1½ % salary increase to the annual salary, retro to July 1, 2017; (b) 1½% one-time merit adjustment based upon the annual salary as of June 30, 2017. 2 Nays; 4 approved
 2. President’s Goals 2017-2018
Committee recommends the Board accept the president’s 2017-2018 goals as presented, drafted and revised to be used in next year’s evaluation process.
Dr. Parks noted the he wanted to reiterate that there are other means of measurement for evaluating the president besides the goals. Also, there is a difference between goals and objectives. Board is approving goals, not objectives.
Dr. Jones noted that Board policy states she is to be measured by ENDS.
Board approved.
 3. Strategic Plan 2017-2022
Committee recommends the board approve the Strategic Plan as revised and presented. Board approved.
Chair asked for any questions. Mr. Covas asked that these items be separated into 3 items.
- C. Budget/Finance Committee – In the absence of the committee’s chair, Ms. Veronica Creer, Melissa Jerry presented a recommendation from the committee to accept/approve the Plant Fund budget as presented. Board approved.
- D. Policy Governance Committee – Dr. Parks requested that the board chair schedule a meeting before the next board meeting to discuss changes in policy.

VI. Chair’s Report – Mr. Cousins

- A. Board Process and Performance Monitoring
- B. Board Retreat Update
- C. Reminder:
 1. ACCT Annual Leadership Congress – September 25-28, 2017, Las Vegas
 2. ACC Annual Conference – October 15-17, 2017, Little Rock
 3. Commencement – Thursday, December 14, 2017 – 7:00 p.m. in the El Dorado Conference Center.
 4. State Annual institutional Trustees Conference will be held in December.

- VII. Financial Services Report – Mr. Carey Tucker noted that the June and July financials were previously sent to the Trustees and asked if there were any questions.
- A. June Monthly Statements
June 2017 highlights included total unrestricted revenue of \$13,547,359, which is 98.9% of the total budget of \$13,700,422. Total unrestricted expenses of \$12,370,276, which is 90.3% of the total budget of \$13,700,422. Total revenues over expenditures at June 30, 2017 were \$1,177,084. Total cash and investments at June 30, 2017, were \$7,875,166.
- B. July Monthly Statements
July 2017 highlights included total unrestricted revenue of \$788,310, which is 5.7% of the total budget of \$13,936,930. Total unrestricted expenses of \$1,239,215, which is 8.9% of the total budget of \$13,936,930. Total expenditures over revenues at July 31, 2017 were \$450,905. Total cash and investments at July 31, 2017, were \$7,413,311.
- C. Mr. Tucker presented the August Monthly Statements
August 2017 highlights included total unrestricted revenue of \$3,799,472 which is 27.3% of the total budget of \$13,931,986. Total unrestricted expenses of \$2,284,550, which is 16.4% of the total budget of \$13,931,986. Total revenues over expenditures at August 31, 2017 were \$1,514,922. Total cash and investments at August 31, 2017, were \$7,152,146.
- D. El Dorado Conference Center Quarterly Financial Report
E. El Dorado Conference Center Marketing Report

VIII. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

- The College is in negotiation with Valley Services to renew their contract as the food services provider for the conference center.
- McWilliams House: The storage building has been moved and work completed. The fencing has been installed.
- AMTC: rail has been installed. (El Dorado Chemical/TracWorks donation) (Lion Oil/Delek donation) Delivery of the railcar is anticipated soon.
- OIT has completed the installation of the new backup appliance for greater storage and faster data transfer rates.
- OIT staff were able to shut down, start up datacenter, network, and telephone services without data loss during the recent power outages on the west campus.
- Student Services and Institutional Research staff have reviewed and identified retention factors. Jenzabar staff are building the retention model.
- SouthArk is developing a plan to charge for public parking on the campus during the Murphy Arts District (MAD) Grand Opening. Free parking will be designated for college employees and students who need access to the campus or want to attend MAD events. After expenses are covered, revenue will be disbursed to student organizations that provide volunteer manpower during the event.
- Human Resources director is completing supervisory training courses for leave submission, timecard submission and supervisory approval of leave and timecards.

Vice President for Academic Affairs

Career and Technical Education

- Young Manufacturers Academy (YMA) was held with an average of 18 students attending.
- Manufacturing Day will be held on October 5 on the East Campus.

Distance Learning

- Ilos Video Capture Software
 - Ilos launched at SouthArk August 1st.
 - Ilos is a cloud-based platform for capturing, editing, and sharing videos.
 - In the first month, SouthArk faculty and staff created 73 videos, generating 26 hours and 38 minutes of original instructional content.

Library Module

- Distance Learning and the Library used Blackboard and Ilos to create interactive multimedia modules focusing on library resources and research.

- Library orientation modules are currently deployed to all SAS classes.
- Research modules are deployed to select English classes.

Health & Natural Sciences

- Public Safety WMD (Weapons of Mass Destruction) Response Training was held in the Health Science building Aug. 7– 9 by the NCBRT (National Center for Biomedical Research and Training). This training covers the fundamentals and skills necessary for response to a Hazmat/ WMD incident and includes techniques, guidelines, and hands-on simulation training for a task force managed by ADEM (Arkansas Dept. of Emergency Management).
- The Practical Nursing evening program has increased the number of accepted students from 20 to 25 this fall.

EMS

- The EMS program hosted the site visit team for its 5-year re-accreditation on July 17-18. The team visited both the El Dorado campus and the satellite program at MEMS in Little Rock. The visit went very well with only a few technical corrections in clinical affiliations between MEMS and SouthArk noted during the exit review. The official findings report will be received in 4-6 months.
- Discussions are ongoing with Pafford EMS concerning sponsorship for another cohort from their company.
- SouthArk will be hosting a Regional Advanced Level Psychomotor exam in early October. The State of Arkansas has moved to regional testing to better accommodate students from across Arkansas looking for a practical exam. SouthArk’s paramedic classroom, with the ambulance simulator in the lab area, makes SouthArk well-suited for the new scenario-based testing format.

Liberal Arts

- Vicki Badgley, CIT instructor, is enrolled in a Quality Matters course, “Accelerated Higher Education Publisher Review Course for Higher Education Peer Reviewer” and is also enrolled in two QM Workshops:
 - Peer Reviewer Resource
 - Face-to-Face Facilitator Resources
- October has been designated as Cyber Security month. The CyberExpo, which is being developed by CIT faculty and staff together with Philip Shackelford and the SouthArk Library Staff, will feature presentations and guest speakers throughout October.
- Susan Spicher, Education Program Director, participated in a Train-the-Trainer multi-day workshop called “The Growing Brain: 0 – 5 Years,” which was co-sponsored by the University of Arkansas and Zero to Three. She is now certified to teach this course as part of the Early Childhood and Education Project of the University of Arkansas, Fayetteville.
- Ken Bridges, professor of history, recently had a book entitled, “And the World Changed: A World History Reader,” published by Sentia Publishing.

Library

- The SouthArk Library held the first ever “Rock the Library” to celebrate the beginning of a new semester on August 24 with 50-60 students, faculty, and staff in attendance.
- On August 4 SouthArk Library staff traveled to Little Rock to participate in the 2017 ArLA Collaboration “unConference” held at the Central Arkansas Library System Main Branch. Library Director Philip Shackelford presented a “lightning talk” on library-LMS collaboration for library orientation and instruction.

Workforce and Continuing Education

- Four of the 16 culinary program graduates have been hired by MAD.
- The department is working on the feasibility of starting Certified Machinist Apprentice Program.
- Adult Education hosted a MAD Application Event. Adult Ed staff assisted students with applying online and gave tips on how to have a successful interview.
- ACAP offered a new summer program for students. The program consisted of four classes: career exploration, cultural awareness, job readiness, and everyday health.

Vice President for Student Services – Dr. Jim Bullock

Unofficial Fall Enrollment Update – Fall 2017 numbers are up slightly as of today:

Head Count	1,481
Student Semester Credit Hours (SSCHs)	13,689

Enrollments (total # of courses taken)	4,890
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Trends

- Directly from High Schools
 - Numbers are up 16.5% over Fall 2016 (141/121)
 - Enrollees from three of the five school districts in Union County are up, notably from Parkers Chapel, Smackover, and Strong.

Geographic Area

- **Counties/Parishes** (*Seven of the Top 10 are Up from Fall 2016)

1. Union	2. Columbia*	3. Union Parish*	4. Bradley	5. Ashley*
6. Ouachita	7. Drew*	8. Calhoun*	9. Claiborne Parish*	10. Hempstead*

- **Louisiana.** Total numbers up over Fall 2016 (142/119, up 19.33%)

Minority (Percentage of Total Enrollment)

	F2016	SP2017	F2017
○ African American	32.23%	32.01%	32.02%
○ Hispanic	5.47%	5.8%	5.75%

Gender

- **Males.** Numbers of males are down across all demographics
- **Females.** Numbers of African American and Hispanic females are up; Caucasian females, down

August Activities in Student Services

- **Annual Retreat.** The Division of Student Services met on August 3 at the El Dorado Chamber of Commerce.
- **New Student Orientation.** On August 14, Student Services coordinated this semester’s new student orientation with 89 new students in attendance.
- **First Meeting with Distinguished Ladies Group.** In response to an enrollment trend over the past two years of declining numbers of non-traditionally-aged African American females, non-traditional recruiter Irene Porchia is working with prominent women among minority churches in the community to serve as liaisons with SouthArk to inform their circles of influence about educational opportunities that the college offers. SouthArk hosted the first meeting of this group at the SouthArk Library on August 26, with about 30 in attendance and several others sending their support. Additional meetings and visits to area churches in coordination with the liaisons are to follow.
- **Presentation at Rotary.** On August 28, Dr. Bullock teamed up with Dr. Jones and Cynthia Reyna to present to the Rotary Club “SouthArk Happenings,” a retrospective glance at SouthArk’s first 25 years, as well as a look forward to what lies ahead.

Dr. Barbara Jones, President:

Institutional Effectiveness and Advancement Officer

1. Community College Survey of Student Engagement Report (CCSSE) (handout)
 - Recently received the CCSSE report from this spring’s survey period. These results will be analyzed in comparison to previous year results to note trends and changes. Some results will be used for benchmarking the new strategic plan.
2. Voluntary Framework of Accountability (VFA)
 - The Institutional Effectiveness staff prepared and submitted this year’s data collection for the VFA through the American Association of Community Colleges.
3. Christy Wilson and Mary Kate Sumner attended the ADHE training for new institutional research staff in September.

Marketing

- Heath Waldrop explained the department launched a Snapchat account this month that now has more than 100 followers. It is another social media platform of targeting for SouthArk.

Foundation and External Funding – Cynthia Reyna

Grants

- Wal-Mart – Outdoor Expo promotions
- Submitted Susan B. Harwood Grant for safety training.

Outdoor Expo
Sponsorships

- \$84,000 from 58 business/industry companies and individuals
- 7 brand new corporate sponsors

Rib Cookoff

- 32 teams
- 300 rib slabs sold

Volunteers

- 178 college employees and students
- Over 100 community volunteers

Hero 5k – 86 runners/walkers

Photo Contest – 89 entries

Dog show – 15 entries

Food Donations – 470 lbs. from Lanxess food drive, 1,435 lbs. at Expo = 1, 905

President

- Student, Ashley Nichole Wilson passed away.
- Sherry Howard and Dr. Jones presented at SHRM group workshop on “Industry and Education Partnerships”
- Date for World Heritage Day is November 2nd.
- Meetings in Little Rock with Joint Education Committee
- Transfer: partnering with SAUM and Henderson State University
- Apprenticeship meetings: Working with the Department of Labor at state level
- ADHE Grant – College and Career Readiness Pilot Project – received notification on September 8th that ADHE will not continue the grant for the upcoming school year due to lack of funding.
- TAACCCT Grant coming to an end September 30, 2017.

B. Productivity Funding Model

Joint Education meeting – Public comment period until 25th. Letter to be sent. Areas addressed: concurrent/gateway courses; HSC programs to count at STEM level; Workforce

- C. SouthArk Lecture Series Update** – Dr. Jim Yates reported that John Douglas, former FBI special agent, will speak in Murphy Hall on Thursday, October 12, 2017 at 7:00 p.m. Mr. Douglas will be available for a book signing at 8:00 p.m.

IX. Executive Session (if required) – none

X. Announcements

- November Board meeting will be held on the EAST campus. Early time to tour AMTC.

XI. Adjournment – The meeting adjourned at 5:13 p.m.

Patty Cardin, Secretary