

Board of Trustees Meeting – Minutes
September 17, 2018, 3:00 p.m.
East Campus – Center for Workforce Development Building – Room 121

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

Trustees Absent: Patty Cardin

Staff Present: Barry Bagwell, Dr. Jim Bullock, Andrew Fielder, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Tim Kirk, Dr. Derek Moore, Cynthia Reyna, Philip Shackelford, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, Heath Waldrop, Genevieve White, Ray Winiecki, Dr. Jim Yates

Others Present: Liliana Pedraza, former student; Michael Shine, El Dorado News-Times

- I. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 3:00 p.m.

- II. Recognitions and Awards
 - A. Dr. Jones presented Genevieve White, 2018 NISOD Excellence Awards recipient with her award.
 - B. Dr. Bullock recognized the SouthArk Library staff and Jennifer Baine, English faculty member, for being awarded the LaNell Compton Prize for an article they had published in Arkansas Libraries.
 - C. Ray Winiecki, introduced SouthArk graduate, Liliana Pedraza. Ms. Pedraza received her Associate of Applied Science in Process Technology in May 2018. She was a member of Phi Theta Kappa Honor Society and was Outstanding Academic Student in College Algebra and PTEC. Liliana started work today at DelekUS. Ms. Pedraza spoke on her experience as a SouthArk student.

- III. Approval of Regular Meeting Minutes – May 15, 2018.
Approval of Special Called Meeting Minutes – June 26, 2018 – **Jerry/Covas. Approved both meeting minutes.**

- IV. Approval of Consent Agenda – Mr. Cousins asked if any items should be removed from the consent agenda and moved to the regular agenda for discussion/comments/questions. Mr. Cousins asked that Policy #10, ENDS Focus of Grants and Compensation be pulled.

A. Personnel Report

SouthArk new employees:

Shannell Robbins	E&T Case Manager- Bradley County	May 22, 2018
Alma Turner	Practical Nursing Instructor	May 29, 2018
Yolanda Hoof	Director of Nursing	July 1, 2018
Andrew Fielder	Physical Plant Director	July 1, 2018
Shontorria Lougin	Recruiter	July 30, 2018
Justin Murphree	EMS Director	July 31, 2018
Keona Powell	Fiscal Support Technician	August 1, 2018
Randy Banks	Practical Nursing Instructor	August 6, 2018
Margarita Norment	Student Advising Coach	August 6, 2018
Ronald Spiers	Administrative Specialist I- Adult Ed	August 8, 2018
Vincent Dawson	Student Advising Coach- Health Science	August 14, 2018
Gary Hall	PMA Director	August 14, 2018
Pamela Teague	Health Science Technology Instructor	August 14, 2018
Andy Turner	College and Career Coach-Union County	August 14, 2018
Noel Turner	GED/Wage Faculty- Warren	August 14, 2018
Jana Wright	Adult Ed Program Coordinator- Bradley County	August 14, 2018
Sam Allen	PTA Director	August 20, 2018
Darren Toney	College and Career Coach- Chicot County	August 23, 2018
Stacye Nichols-Loyd	College and Career Coach- Union County	August 27, 2018
Moriah Hicks	Business and Community Education Specialist	September 24, 2018

SouthArk promotions/transfers/organizational changes:

Will Rankin	Program Coordinator- Bradley County to Advanced Manufacturing Training Director	July 1, 2018
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Sherry Howard	Dean of Workforce Development & Continuing Education to Associate Vice President for Workforce Development and Advancement	July 1, 2018
Kim Vaughn	Grant/Foundation Accountant to Manager of Financial Accounting	July 1, 2018
Dakota Dawson	Financial Aid Analyst to Bookstore Manager	August 20, 2018
Rebekah Wagner	E&T Case Manager to Adult Ed Program Director- Union County	August 21, 2018
Mike Roberts	Network Analyst to Network Support Analyst	September 1, 2018
Daphne Shultz	Information Technology Assistant to Network Analyst	September 1, 2018
SouthArk resignations/retirements/terminations:		
Valerie Lewis	Financial Accounting Coordinator	June 15, 2018
Harley Gough	Administrative Specialist I- Health Science	June 22, 2018
Janie Looney	Business and Community Education Specialist	June 30, 20
Roslyn Nipper	Practical Nursing Instructor	June 30, 2018
Ralph Phillips	GED/Wage Faculty- Adult Education	June 30, 2018
Rebekah Vaught	College and Career Coach- Chicot County	June 30, 2018
Hannah Smith	Student Advising Coach- Health Science	July 13, 2018
Nikisha Faulkner	Financial Aid Specialist	July 25, 2018
Robert Norman	Distance Learning Director	July 26, 2018
Glen Beck	Network Support Analyst	July 31, 2018
Sarah Dilmore	Respiratory Therapy Program Director	July 31, 2018
Bernadette Hall	Respiratory Therapy Instructor	July 31, 2018
Tonya McGhee-Pryor	College and Career Coach-Union County	July 31, 2018
Kristi Rainwater	College and Career Coach-Union County	July 31, 2018
Linda Rathbun	Bookstore Manager	July 31, 2018
Jennifer Parks	PTA Program Director	August 1, 2018
Matt Archer	College and Career Coach-Union County	August 3, 2018
Michelle Williams	College and Career Coach-Union County	August 3, 2018
Jim McGill	Criminal Justice Instructor	August 7, 2018
Sandi Hildebrand	Admissions Assistant	August 31, 2018
Sally Ruff	Administrative Specialist I- Secondary Career Center	August 31, 2018
Debra Allison	Adult Ed Advisor	September 28, 2018

B. Monitoring Reports

1. Policy #10 – ENDS Focus of Grants or Contracts

Mr. Cousins noted on page 11 of the monitoring report, most aspects of the grant are covered, but there is no indication of connection to the ENDS. He recommended adding a column to the report to show which ENDS the grant is tied to. **Dr. Parks/Jerry. Approved.**

Griffis/Dr. Parks. Approved Monitoring Report #10 as presented.

2. Policy #24 – ENDS Transfer Education
3. Policy #25 – ENDS Occupational/Workforce Education
4. Policy #26 – ENDS Developmental Education

All remaining Consent Agenda items stand approved.

V. Board Committee Reports

A. Real Estate/Facilities Committee – Ms. Patty Cardin - none

B. Personnel/Planning Committee – Gary Griffis, presented the Committee’s recommendation to

1. Foundation Funding Initiatives, September 2018

To submit the entire list of proposed Foundation Funding Initiatives (as is) to the Foundation for consideration. **Board approved.**

2. President’s Compensation

To approve a 1% Cost of Living adjustment/increase to the base salary for Dr. Jones, plus a one-time \$750 merit lump sum in line with what all college employees received. Retroactive to July 1, 2018.

Board approved.

3. Presidential Evaluation Schedule – The committee will have an October meeting and possibly November meeting to work on aligning the calendar to bring the president’s evaluation and contract renewal together in one time frame.

C. Budget Finance Committee – Melissa Jerry presented the following committee recommendations:

1. Recommendation from the committee to approve/accept the 2018-2019 Plant Fund Budget as submitted by the administration. **Board approved.**
2. Recommendation for a 1% COLA increase for Cabinet members retroactive to July 1, 2018. **Board approved.**

D. Policy Governance Committee – Mr. Steve Cousins, noted the committee met and proposed the committee’s Board Policy No. 28 – Community Service – no action was taken.

1. President will provide a list of the Board Policy Monitoring Reports for consideration to be removed and to be discussed at the next committee meeting, to include Board Policy #28
2. Proposed Bylaws Changes:
 - a. Board meeting minutes will be prepared and distributed one month prior to subsequent Board meeting; action list will be presented at the end of each board meeting.
 - b. Board committee meetings will be scheduled on 3rd Tuesday of the months the board is not meeting.

Board approved.

VI. Chair’s Report – Mr. Cousins

A. Board Process and Performance Monitoring

B. Board Retreat Update

Mr. Cousins presented the following outcomes from the retreat for the Board’s approval:

1. Administrative Procedures Manual to be distributed to Board for informational purposes when changes/revisions are made. **Dr. Parks/Covas. (1 no/Jerry). Approved.**
2. Workshop/retreat meetings should be scheduled as needed to further enhance President/Board relationship – motion for the Board to approve 2 off sessions that occur at a frequency of approximately four months after the retreat and 4 months after that. **Griffis/Covas. Approved.**

C. Foundation MOU – deferred to November meeting

D. Reminders:

1. Association of Community College Trustees (ACCT) Annual Leadership Congress – October 24-27, 2018, New York
2. State Annual Institutional Trustees Conference – November 16, 2018 at UAPTC
3. Commencement – Thursday, December 13, 2018 – 7:00 p.m. – El Dorado Conference Center

VII. Financial Services Report – Mr. Carey Tucker

A. June Monthly Statements

June 2018 highlights included total unrestricted revenue of \$13,942,817, which is 98.63% of the total budget of \$14,136,473. Total unrestricted expenses of \$13,053,485, which is 92.34% of the total budget of \$14,136,473. Total revenues over expenditures at June 30, 2018 were \$899,332. Total cash and investments at June 30, 2018, were \$7,108,412.

B. July Monthly Statements

July 2018 highlights included total unrestricted revenue of \$897,103, which is 6.51% of the total budget of \$13,782,509. Total unrestricted expenses of \$1,473,558, which is 10.69% of the total budget of \$13,782,509. Total expenditures over revenues at July 31, 2018 were \$579,455. Total cash and investments at July 31, 2018, were \$7,012,996.

C. August Monthly Statements

August 2018 highlights included total unrestricted revenue of \$3,854,436, which is 27.98% of the total budget of \$13,776,582. Total unrestricted expenses of \$2,541,255, which is 18.45% of the total budget of \$13,776,582. Total revenues over expenditures at August 31, 2018 were \$1,313,181. Total cash and investments at August 31, 2018, were \$6,318,717.

- D. El Dorado Conference Center Quarterly Financial Report – handout
- E. El Dorado Conference Center Quarterly Marketing Report was presented by Barry Bagwell conference center director.

VIII. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration - Mr. Carey Tucker

- Business is “booming” in the *Boomtown Bistro*
- Mr. Tucker introduced SouthArk’s new Physical Plant Director, Andrew Fielder.
- Construction updates
 - Heritage Plaza – The College is working with new leadership at Rowan Fountains to repair the fountain leaks.
 - AMTC project is complete. A digital sign and lighting have been installed on East Campus. Punch list is complete.
 - McWilliams House – Blake Dunn, CADM architect, Phase III Bids will go out in a couple of weeks for interior renovation.
 - Administration Building – Metro finished up the interior. Dehumidifiers are running until the next reconstruction phase starts.
- Evening Security has been added at the Warren Campus for Adult Education classes.
- The College has new dental and vision plans for employees.

Interim Vice President for Academic Affairs/Provost – Dr. Jim Bullock

- The Surgical Technology Program had a 100% pass rate for the 2017-2018 Certification Exam.
- The Secondary Technical Center Medical Professions program moved to the Health Sciences Building on West Campus. This will expose students to more health professions.
- The Industrial Technology and Process Technology program directors are collaborating on a National Sciences Foundation grant.
- In celebration of Hispanic Heritage Month, Liberal Arts, the Library, and Student Services are collaborating for a number of events, which include a lecture, meals in the Bistro, and displays in the Library.
- Point of Notification to SouthArk Board that Letters of Notification for organizational/departmental name changes will be submitted to AHECB for approval.

Vice President for Student Services – Dr. Derek Moore

- Fall enrollment:
 - Headcount: **1,457** (98% of fall 2017, which was 1,481)
 - Student semester credit hours: **13,966** (100% of fall 2017, which was 13,909)
- Recruitment efforts – SouthArk on Tour is a nontraditional recruitment strategy. SouthArk staff visited area churches and community centers this past academic year. Plans are underway to begin Phase II which will include additional in-depth visits to community organizations, groups and churches.
- Website Updates – Marketing and outreach is now under Student Services. New website is more interactive. However, it is still a work in progress.
- SouthArk was awarded a grant- from the Department of Justice to focus on sexual violence awareness and prevention.
- SouthArk’s Testing and Learning Center received International certification.

Workforce and Advancement – Dr. Barbara Jones

- Charles A. Hays Advanced Manufacturing Training Center (AMTC) grand opening was held on June 20th with Governor Hutchinson and other dignitaries in attendance.
- SouthArk hosted Lanxess Global Board of Directors July 11th at the AMTC.
- A Plant Manager Luncheon was held August 29th at the AMTC facility.
- The Outdoor Expo was held Saturday, September 8th with Apex Redi-Mixed as the title sponsor.

Grants:

Proposed or in development:

- National Science Foundation (PTEC and INDT programs)
- Susan Harwood (OSHA) proposal has been submitted. If awarded, the grant will allow for the creation of a free 2-hour Hazard Communication training for small businesses who work in high-hazard industries.
- National Endowment for the Humanities (EMA)
- Delta Regional Authority (Culinary/entrepreneurship)

Grants received for Board's review and approval:

1. Building the Pipeline Continuation Grant (2018-2020) – \$249,841.42
 - Building the Pipeline grant is designed to increase the number of students pursuing careers in advanced manufacturing through concurrent credit and other activities.
2. Amended FIT Continuation Grant Budget – August 2018
Regional Workforce Continuation Grant Futures in Technology (FIT) \$243,658.01
 - The FIT grant is designed to increase the number of students interested in pursuing careers in information technology through prior learning and concurrent credit.
3. American Apprenticeship Partnership Initiative (AAPI) (2015-2020) - \$260,343.92
 - Continuation of Year 4 of a five-year project focused on welding and placing students in registered apprenticeships.
4. Department of Justice Campus Program Grant - \$531,500.46
 - SouthArk led consortium project with SAU Tech and SAU Magnolia to educate and reduce sexual assault, domestic and dating violence, and stalking on campus

Motion to accept grant budgets as presented. Jerry/Covas. Board approved.

President

- Productivity Funding Recommendation
 - SouthArk had an increase of 2.90% in the productivity index
 - ADHE recommended and AHECB approved an increase of \$90,515 to SouthArk's base funding (\$6,034,307) and one-time incentive funding of \$127,969 for 2019-2020 FY.
 - AHECB will send recommendation to the Legislature for consideration in the 2019 session.

Lecture Series Update

- Dr. Jim Yates announced that Daniel "Rudy" Ruettiger, the subject of the 1993 hit motion picture "Rudy", will be the Lecture Series speaker on Thursday, October 11, 2018 at 7:00 p.m. at the El Dorado Conference Center.

Action Items:

1. Add column for connecting ENDS on Monitoring Report #10 for grants
2. President's Evaluation Schedule to be discussed at October Personnel & Planning Committee meeting
3. Board working meetings to be scheduled in November and March
4. Dr. Jones will keep an ongoing list of policy items with issues/will go to Policy Governance Committee

IX. Executive Session (if required)

X. Announcements/Upcoming Events

XI. Adjournment – 4:16 p.m.

Dr. Kermit Parks, Secretary