

**South Arkansas Community College  
Board of Trustees Meeting – Minutes  
November 27, 2018, 3:45 p.m.,  
East Campus – Center for Workforce Development Conference Room**

**Trustees Present:** Steve Cousins, Veronica Creer, Gary Griffis, Melissa Jerry, Dr. Kermit Parks, and Tasha Sinclair

**Via Phone:** Patty Cardin and José Covas

**Trustees Absent:** Kerri Brown

**Staff Present:** Barry Bagwell, Dr. Jim Bullock, Andrew Fielder, Bill Fowler, Caroline Hammond, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Tim Kirk, Dr. Derek Moore, Cynthia Reyna, Philip Shackelford, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, Heath Waldrop, Christy Wilson, Ray Winiecki, Dr. Jim Yates

**Others Present:** Michael Shine, El Dorado News-Times; SGA members: Jonathan Harbour, Deborah Moore, Chris Thomas, and Will Clayton; SouthArk Lead Class IV members: Jennifer Baine, Brandi Cotterman, LaBreshianna Hicks, Will Rankin, and Rebekah Wagner

- I. Call to Order – Mr. Steve Cousins, chair, called the meeting to order at 3:45 p.m.
  
- II. Recognitions and Awards
  - A. Dr. Jones introduced Jonathan Harbour, SGA president, who introduced the other SGA senators that were present: Deborah Moore, historian, Christopher Thomas, secretary, and Will Clayton, senator. Jonathan also noted that FallFest was the major event for the fall semester and how pleased he is that student participation has progressed over the years.
  - B. Dr. Jones also recognized the following:
    - Ray Winiecki, Dean of Career and Technical Education, has been selected to serve on the State Advisory Board for Arkansas SkillsUSA.
    - Susan Hyde, Medical Coding program director, passed the RHIA (Registered Health Information Administration) exam and has been selected as a speaker at the AHIMA (American Health Information Management Association) Data Institute conference in December.
    - Philip Shackelford, library director, has been selected for the 2019 American Library Association Emerging Leader Program and is being sponsored by the Arkansas Library Association, which sponsors one Emerging Leader from Arkansas per year. Participation includes sponsored attendance at two national conferences as well as virtual networking, volunteer service opportunities, and a project.
    - Philip Shackelford’s original research article “Fighting for Air: The Struggle for Air Force COMINT 1945-1952” has been accepted for publication in the online journal *U.S. Military History Review*.
    - Carey Tucker, VPFA, co-presented with CFO from BRTC on natural disaster recovery at the ACC Conference.
    - Cynthia Reyna, Foundation Director, led a session about Advancement Best Practices at the ACC Conference.
    - Dr. Jim Bullock, retiring VPAA, and thanked him for his service to SouthArk and our students.
  
- III. Approval of Regular Meeting Minutes – September 17, 2018. Jerry/Griffis. **Board approved.**
  
- 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. Melissa Jerry asked for details on Policy #7, regarding the Cyber Security. Policy #7 was pulled from the Consent Agenda. Chair asked for motion to approve remaining Consent Agenda items. Dr. Parks/Griffis. **Board approved.**
  - A. Personnel Report  
**SouthArk new employees:**

Janna Alvarez	Administrative Specialist I- Secondary Career	10/1/2018
Michelle Brandon	Administrative Specialist I- Health Science	10/1/2018
Brandi Eller	Financial Aid Specialist	10/1/2018
April Malone	Career Coach- Union County	10/22/2018
Jon Bourn	Adult Ed Advisor	11/12/2018
Marcus Burrell	Admissions Analyst	11/12/2018
Johnie Hill	Information Technology Assistant	12/1/2018

**SouthArk promotions/transfers/organizational changes: none**

**SouthArk resignations/retirements/terminations:**

Stacye Nichols-Loyd	Career Coach-Union County	11/7/2018
Amanda Baker	Administrative Specialist II- VPAA	11/16/2018
Henry Culbreth	Math Professor	12/31/2018
James Bullock	Interim Vice President for Academic Affairs/Provost	01/01/2019

B. Monitoring Reports

1. Policy #2 – Treatment of Clients
2. Policy #3 – Treatment of Employees
3. Policy #4 – Financial Planning/Budgeting
4. Policy #5 – Financial Conditions and Activities
5. Policy #7 – Asset Protection

Following discussion, Dr. Parks moved to approve Policy # 7, Griffis seconded. **Board approved.**

After the vote, Gary Griffis asked to discuss Policy #5. He asked for more information on the \$243,934.95 amount that is over 365 days in receivables. He would like to know how much of the money is related directly to students and how many students that it involves. This was made into a motion seconded by Sinclair. **Board approved.**

V. Board Committee Reports

A. Real Estate/Facilities Committee – Ms. Patty Cardin presented the following recommendations from the committee:

**1. Administration Building Restoration bid for Contractor – Flynco, Inc.**

- Motion from the committee was made to hire Flynco, Inc. as the contractor for the Administration Building Restoration to include expedited completion. **Board approved.**
- Mr. Griffis made an amended motion to hire a project construction manager in support of the VPFA/President/Director of Physical Plant not to exceed \$125,000. This motion did not state that the person must be hired before the project starts (timeline does not need to align). Dr. Parks seconded the motion. **Board approved.**
- Motion was made to hire Flynco, Inc. as contractor with the amendment to hire a project contractor manager for the Administration Building Restoration. **Board approved.**

**2. McWilliams House Renovation**

- Motion from committee was made to use Morris Beck Construction Services as the contractor for the McWilliams House renovation for \$507,335. The College will cover amount over \$500,000 ANCRC grant. **Board approved.**

**3. Demolition of Houses:** Motion from the committee was made to demolish the houses at 426 Block and 437 Block. **Board approved.**

B. Personnel/Planning Committee – Gary Griffis, presented the Committee’s recommendation to approve the Evaluation Timeline - Committee recommends for addition to the Board of Trustees Meeting Schedule/Calendar:

1. President’s Evaluation

- a. March: 1) President advised to prepare Annual Goals Report  
2) Third Party Presidential Evaluation scheduled
- b. April/May- No later than 10 days prior to May Board of Trustees Meeting, the Personnel and Planning Committee will meet to review and discuss:
  - 1) Third Party Presidential evaluation;
  - 2) Presidential Annual Goals Report;
  - 3) President’s Contract;
  - 4) President’s Compensation adjustment

- c. May: The Personnel and Planning Committee will make recommendations to the full Board of Trustees:
  - 1) President's Contract renewal/extension;
  - 2) President's compensation adjustment
- d. July Board Retreat – President's Annual Goals presented to Board
- e. September: Board review and approve President's Annual Goals
- 2. Board's Self Evaluation
  - a. March: Board Evaluation of own performance initiated
  - b. May: Board Evaluation of own performance reviewed

Motion from the committee to approve all suggestions provided by the Personnel and Planning Committee.  
**Board approved.**

C. Budget/Finance Committee – Veronica Creer

Motion from the committee to approve the 2016-2017 Audit. **Board approved.**

D. Policy Governance Committee – Mr. Steve Cousins

Dr. Parks made motion to allow the Board chairman to vote as ex-officio member. Griffis seconded. **Board approved.**

V. Chair's Report – Mr. Cousins

A. Board Process and Performance Monitoring

B. Nomination of Officers (odd numbered years)

Nominating Committee was announced: Melissa Jerry, Gary Griffis, and Kerri Brown

C. Reminder: Statement of Financial Interest due January 31, 2019

D. Trustees Work Day schedule for December 7, 2018.

Agenda Items for this session:

- Board Policies
- ENDS Policies
- Foundation MOU
- Strategic Plan Outcomes
- Reflect on what was learned at ACCT and ADHE Annual Trustees Conferences

E. State Annual Institutional Trustee Conference Update – November 16, 2018

VI. Financial Services Report – Mr. Carey Tucker

A. September Monthly Statements

September 2018 highlights included total unrestricted revenue of \$4,609,291, which is 33.46% of the total budget of \$13,776,582. Total unrestricted expenses of \$3,716,594, which is 26.98% of the total budget of \$13,776,582. Total revenues over expenditures at September 30, 2018 were \$892,697. Total cash and investments at June 30, 2018, were \$5,255,769.

B. October Monthly Statements

October 2018 highlights included total unrestricted revenue of \$5,336,355, which is 38.70% of the total budget of \$13,787,653. Total unrestricted expenses of \$4,700,978, which is 34.10% of the total budget of \$13,787,653. Total revenues over expenditures at October 31, 2018 were \$635,377. Total cash and investments at October 31, 2018, were \$4,382,817.

C. End of Fiscal Year Financial Statements

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

VII. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration - Mr. Carey Tucker

**1. Information Technology**

- Voice over Internet Protocol (VOIP) phone line transfers are 100% complete.

## 2. Public Safety

- Old security cameras in the Whitfield have been replaced and additional cameras installed. The new system is online. Camera deployment and replacement continues on campuses.

## 3. Business Office

- The Business Office received two days of Jenzabar training on-site. Enacted new set ups in Jenzabar to reduce semester workload. The training focused on increasing the office's use of Jenzabar capabilities.
- The College is now covered for Cyber insurance, as mandated by the state.

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

#### 1. Career & Technical Education

- SouthArk Manufacturing Day, sponsored by the El Dorado Chamber of Commerce, SouthArk, and the City of El Dorado, hosted a dozen local industries and 250 9<sup>th</sup>-grade students from county schools on November 7. Local industries showcased their operations and their future employment needs.
- The SouthArk welding program has placed its first two apprentices into the workplace. Both are working for The Systems Group.

#### 2. Health Sciences

- New 2019 Spring Classes: Warren Practical Nursing is accepting 21 students; Evening Practical Nursing is accepting 30 students.
- The May 2018 Physical Therapist Assistant graduating class has a 100% pass rate on the licensure exam.
- The 2017-2018 Surgical Technology Program Certification Exam Pass rate is 100%.
- Ten students attended the American Physical Therapy Association Combined Section Meeting in Washington D.C. with content focused on research, leadership and professional development, and career opportunities.

#### 3. Library

- The SouthArk Library 2017-18 Data Report highlights the following accomplishments:
  - 57,310 individuals served, representing a 99.5% increase over the preceding year
  - 109% increase in faculty/staff circulation
  - 53.7% increase in total circulation
  - 37.5% increase in classroom library orientations
  - 41,712 database searches
  - 23,641 website hits
- “The Great War: Arkansas in World War I” traveling exhibit from the Arkansas State Archives attracted 80 attendees between October 18-24 and resulted in much positive feedback.

### Vice President for Student Services – Dr. Derek Moore

#### 1. Enrollment related:

- Monitoring and evaluating student progress in new “**mini mester**” course offerings. These include five (5) developmental courses, seven (7) general education courses, and two (2) workforce courses. There were 207 duplicate enrollments, with 735 student semester credit hours (SSCHs)
- **National Student Clearinghouse** upgrades – secured student self-service access to enrollment verifications, transcripts, and student loan lender information. Estimated implementation will be one year, which will then provide students access to information in one location.

#### 2. Student Support Services:

- SouthArk participated in the *Achieving the Dream* “Student Supports Institute” sponsored in partnership with Arkansas Community Colleges (ACC).

#### 3. Additional updates:

- *Upward Bound* program has adopted Wildcat Drive as an “Adopt a Street” community service project.

#### 4. Marketing – new SouthArk pole banners *Shine: From Start to Finish* have been hung. A copy of the banner was distributed to the Trustees.

### Institutional Effectiveness

- The Fall 2018 Fact Card has been redesigned and released. Kudos to Dr. Tully-Dartez and Mary Kate Sumner. Copy was distributed to the Trustees in the meeting folders.
- The department hosted two Data Discussions. One was held in September (*Critical Loss Points- Where do we lose them?*) and one in October (*Transfer: Who, What, & When*).

### Workforce and Advancement – Sherry Howard

#### 1. Grants

- For the second year, SouthArk was awarded the Susan Harwood Training Grant (OSHA-Department of Labor) in the amount of \$117,815.68. This grant will allow SouthArk to develop a free-two hour Hazard Communication safety training for small businesses and independent contractors who work in high-hazard industries.
- Equipment has been delivered and is being assembled for the non-credit Electrical & Instrumentation, Mechanical, and credit Industrial Technology programs funded through the City of El Dorado (economic development tax). Curriculum for the non-credit programs is currently being reviewed. Classes will begin in January.
- SouthArk was awarded a Delta Regional Authority (DRA) grant for \$200,000 to renovate a space into a USDA-certified commercial kitchen for culinary arts, community education, and incubator space for culinary entrepreneurs. The budget is being finalized.

#### 2. Workforce

- SouthArk, in partnership with the El Dorado Chamber of Commerce, local industry, and public schools, hosted the 2018 MFG Day at the El Dorado Conference Center. Approximately 200 9<sup>th</sup> grade students from Parkers Chapel, Smackover, Strong, Junction City, and West Side Christian School participated and were engaged in industry-led break-out sessions to learn about today's manufacturing and the careers that are available.

#### 3. Adult Education

- Scholarships are available through the Arkansas Department of Career Education, for SouthArk's GED and WAGE students to take credit and non-credit courses at the same time.

#### 4. Foundation

- Two scholarship funds were recently endowed at \$15,000 each – 1) Karen Boykin Endowed Scholarship and 2) Shirley Jean Russell/AAFFD Endowed Scholarship.

### President

VPAA selection is Dr. Michael Murders who currently serves as chief academic officer at Arkansas Tech University-Ozark campus. Dr. Murders will start at SouthArk on January 3<sup>rd</sup>.

#### B. Legislative Updates

- Workforce related items
- Concurrent enrollment – Modification to lottery scholarship

#### C. Delta Regional Authority Co-Chair, Chris Caldwell, visited the AMTC building on East Campus.

#### D. Lecture Series Update

- Dr. Jim Yates announced that 360 people attended Daniel “Rudy” Ruettiger, Lecture Series on Thursday, October 11, 2018.

### Grant for Board's Approval:

- SouthArk was awarded the Susan Harwood Training Grant (OSHA-Department of Labor) in the amount of \$117,815.68. Budget was presented to the Board. Dr. Parks/Griffis. **Board approved**

### Action Items:

1. Policy # 5, Page 17 – 365d.+ \$243,934 – explain details of number and types of outstanding receivables. [Carey Tucker]
2. Hire construction manager for Administration Building project. [Dr. Jones and Carey Tucker]
3. Check on if Board Chair has vote as an ex-officio member of committees. If not, add it to Board Policy or By-laws (Governance Policy Committee) [Dr. Jones]

VIII. Announcements

SouthArk Lead Class IV participants were introduced. Jennifer Baine, English Brandi Cotterman, Payroll Benefits Coordinator; LaBreshianna Hicks, Administrative Specialist for Career Pathways; Will Rankin, Advanced Manufacturing Training Director; and Rebekah Wagner, Program Coordinator for Adult Education.

IX. Executive Session (if required)

X. Adjournment – 5:38 p.m.

Dr. Kermit Parks, Secretary