

**South Arkansas Community College
Board of Trustees Meeting – Minutes
February 1, 2018, 3:45 p.m., Administration Building Board Room
Rescheduled from January**

Trustees present: Kerri Brown, Patty Cardin, Steve Cousins, José Covas, Veronica Creer, Melissa Jerry, and Dr. Kermit Parks

Absent: Gary Griffis

Via telephone: Tasha Sinclair

Staff present: Linda Bates, Dr. Jim Bullock, Caroline Hammond, David Henry, Sherry Howard, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Valerie Lewis, Dr. Derek Moore, Robert Norman, Cynthia Reyna, Philip Shackelford, Ann Southall, Carey Tucker, Heath Waldrop, Christy Wilson, Ray Winiecki, and Dr. Jim Yates

Others present: Rick Jones and 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
 - Dr. Jim Yates presented the General Education Assessment internal report to the Trustees.
 - Christy Wilson’s and Dr. Jones’ proposal on assessment was accepted for the AACC annual conference in April.
- III. Approval of Regular Meeting Minutes – November 28, 2017 – Board approved.

Kerri Brown inquired about her previous question regarding the college grievance procedure. Dr. Jones inquired with the Attorney General attorney who advised that board policy pertains to president.

Dr. Jones also addressed other questions from the previous meeting:

- Labeling sections on the personnel report. – The Attorney General attorney advised not to label reasons for employees leaving.
- Dr. Parks’ comment regarding his request to approve college administrative procedures as presented in the June Board meeting and discussed at the Retreat. – Dr. Jones consulted with the college Attorney General attorney. The Attorney General attorney reviewed Board policies. She advised that Policy No. 21 (3) states “... the President is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.” There is no legal requirement for board to approve college procedures. Mr. Cousins suggested that if the board wanted to change any of this, he recommended the Policy Governance committee meet regarding any changes to policy and bring to next board meeting, if no objection.

- 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. Consent Agenda Item “E”-Approval of End of Fiscal Year Financial Statements and Item “F”-Ratification of New Foundation Board of Directors were removed from the Consent Agenda to the regular agenda for discussion.

- A. Personnel Report – Dr. Jones introduced and welcomed Vice President for Student Services, Dr. Derek Moore, to SouthArk and his first board meeting.

SouthArk new employees:

Amanda Baker	Administrative Specialist II – VPAA	January 2, 2018
Janie Looney	Business & Community Education Specialist	January 3, 2018
Dr. Derek Moore	Vice President for Student Services	February 1, 2018

SouthArk promotions/transfers/organizational changes:

Tim Johnson	from College & Career Coach/Transfer to Carl Perkins Grant Advisor	January 22, 2018
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Dr. James Bullock	from Interim Vice President for Academic and Student Affairs/Provost to Interim Vice President for Academic Affairs/Provost	February 1, 2018
Dr. Stephanie Tully- Dartez	from Interim to Permanent Associate Vice President for Workforce & Career Education	February 1, 2018
Dr. James Yates	from Interim to Permanent Associate Vice President for Arts, Sciences and Academic Support	February 1, 2018

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

Casey Wilson	Health Science Instructor –Secondary Career Center	December 14, 2017
Shacola Ford	Administrative Specialist I – HNS	January 3, 2018

Mr. Covas inquired about the question Dr. Parks raised regarding separation and identification of resignations/retirements/terminations even in general terms...Dr. Jones reported again that the Attorney General attorney advised the college not to do this.

Cardin/Jerry. Board approved the Personnel Report.

B. Monitoring Reports

1. Policy # 4 – Financial Planning/Budgeting
2. Policy # 5 – Financial Conditions and Activities
3. Policy # 7 – Asset Protection
4. Policy #27 – Lifelong Learning

C. Approval of Board Expense Reimbursement

D. Approval of Promotional Items

E. Approval of End of Fiscal Year Financial Statements –moved to committee reports

F. Ratification of New Foundation Board of Directors

- Scott Street, MCSA CEO
- Brett Williamson, Murphy Foundation/MAD

Covas/Jerry. Approved ratification of Foundation Directors.

Remainder of Consent agenda was approved.

V. Board Committee Reports

A. Real Estate/Facilities Committee – Ms. Patty Cardin – no report

B. Personnel/Planning Committee – Mr. Griffis – no report

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

1. To accept/approve the 2016 Audit Report from the Arkansas State Auditors as written and presented. Board approved.
2. To accept/approve a bid of \$132,000 from C & K Mitchell Service Contractors from Hot Springs for the AMTC on the East Campus. Board approved.
3. The Finance Committee reviewed the Valley Services contract to continue as the food vendor for both the Bistro and the Catering Service for the Conference Center. Valley was the sole vendor and the current contract is for two years with an annual renewal for up to a total of 7 years. No Board action required.

D. Policy Governance Committee – Mr. Cousins – no report. A meeting will be scheduled prior to the next board meeting.

A. Nominating Committee – slate of officers (deferred from November meeting) – Melissa Jerry presented the committee's recommendation: Steve Cousins, chair; Veronica Creer, vice chair; Dr. Kermit Parks, secretary. The chair opened the floor for additional nominations. Mr. Covas nominated Dr. Parks for chair. Dr. Parks declined. The Board approved the slate of officers as presented by Ms. Jerry.

VI. Chair's Report – Mr. Cousins

Dr. Parks distributed recommendations of several Policies with edits he feels would be beneficial for the Policy Governance Committee to review and consider. Mr. Cousins said these would be considered by the Governance Policy Committee.

A. Board Process and Performance Monitoring – Mr. Cousins reviewed Board Policy No. 13, Governance Process, Board Job Description.

B. Mr. Cousins reminded the Trustees to complete and submit their Statement of Financial Interest which was due by January 31st if they have not already done so.

VII. Financial Services Report – Mr. Carey Tucker

A. November Monthly Statements

November 2017 highlights included total unrestricted revenue of \$5,876,744, which is 41.98% of the total budget of \$14,000,490. Total unrestricted expenses of \$5,557,466, which is 39.69% of the total budget of \$14,000,490. Total revenues over expenditures at November 30, 2017 were \$319,278. Total cash and investments at November 30, 2017, were \$7,465,406.

B. December Monthly Statements

December 2017 highlights included total unrestricted revenue of \$6,626,138, which is 47.33% of the total budget of \$14,000,490. Total unrestricted expenses of \$6,536,881, which is 46.69% of the total budget of \$14,000,490. Total revenues over expenditures at December 31, 2017 were \$89,257. Total cash and investments at December 31, 2017, were \$7,132,510.

VIII. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

- The college agreed to a contract with Valley Services to continue food services for the Bistro and conference center catering. Part of the contract is \$50,000 for renovations. The college will meet with them and the city before proceeding.
- [AMTC: The original date of completion was March 11 but has been extended to April 18.](#)
- [McWilliams House: The storage building has been moved and work completed. The fencing has been installed.](#)
- [Kudos to the Business Office: In order to better serve students during registration, the business office placed an employee in a conference center office to provide students financial assistance and to provide real time updates to Jenzabar. This made the book purchasing process for students in the college bookstore more accommodating.](#)

Vice President for Academic Affairs – Dr. Jim Bullock

Distance Learning

- Robert Norman, Director of Distance Learning, presented a session on Designing Digital Resources for ADA and Section 508 Compliance at the 3rd Annual Mini-Distance Learning Conference at Texas A&M on November 7, 2017.
- Benjamin Cagle, Distance Learning Specialist, and Vernita Morgan, Math Professor, presented about Project SMART on Math at the American Mathematical Association of Two-Year Colleges Conference in San Diego, CA on November 9, 2017.
- Robert Norman, Director of Distance Learning, presented to the Arkansas Blackboard Users' Group (ArBUG) on Nov. 30, 2017, about SouthArk's adoption of ilos and the impressive number of multimedia content users it has generated.

Liberal Arts

- SouthArk will be hosting an International Business Institute which will focus on community college business curriculum in the SouthArk Library Auditorium on Thursday, February 8. The workshop will be led by Dr. Sarah Singer from Michigan State University's Center for International Business Education.

Library

- The SouthArk Library opened two Resource Centers on East Campus in December.

Workforce and Workforce and Continuing Education

- Level 2 of the Kitchen Cook program will begin February 6. Prerequisite is Certified Kitchen Cook level one.
- 545 contractor employees YTD have participated in C-Stop training.
- Fall Prevention training for contractor companies will be held January 10, 2018 through September 30, 2018. This is funded through the Susan B. Harwood Grant.

Vice President for Student Services – Dr. Jim Bullock

Student Activities

- **Phi Theta Kappa (PTK):** On November 9, 2017, 16 SouthArk students were inducted into the Alpha Gamma Iota Chapter of the PTK International Honor Society, which is the largest honor society in American higher education.
- **National Society for Leadership and Success (NSLS):** There were 46 new inductees into the NSLS on November 30, 2017.

- **Student Recognition Ceremony:** The Fall 2017 Student Recognition Ceremony was held on November 26, 2017.
- **Commencement:** For the Fall 2017 Commencement on December 14, 2017, 197 students qualified to receive certificates and degrees. Arkansas State Representative for District 7 and SouthArk alumna Sonia Barker was the guest speaker.

Spring Enrollment

- No official numbers at this time due to the inclement weather. However, the number of Student Semester Credit Hours (SSCHs) is up. The increase may be attributed in part to the “15 to Finish” emphasis by Student Services personnel on the importance of taking at least 15 credit hours per semester to ensure that students will complete their certificates and degrees within the allotted time (Associate degree: 60 hours / 4 semesters = 15 hours per semester. Technical certificate: 30 hours / 2 semesters = 15 hours per semester.)

President – Dr. Barbara Jones:

Institutional Effectiveness and Advancement Officer.

- IPEDs reporting – completed and submitted.

Marketing – Heath Waldrop

- Promotions through Facebook, Instagram, and Snapchat
- Advertisement appeared in Arkansas Business publication Blueprint, which is targeted toward students interested in manufacturing and technology careers
- A campus-wide student housing survey in early November resulted in more than 400 responses. Overall they were in favor of housing.

Foundation and External Funding – Cynthia Reyna

- Grants:
 - A&P Commission for Outdoor Expo was submitted in January, \$3,000
 - Arkansas Natural and Cultural Resources Council (ANCRC) grant extension for the McWilliams House (Phase III) will be submitted.
 - Arkansas Festivals and Events proposal submitted in December, conference will be held at the Conference Center and the Griffin Restaurant in February.
- The Foundation is working to identify a Strategic Plan Consultant
- An Evening With the Stars will be held on April 12 at 6:30 p.m. in the El Dorado Conference Center with music at The Griffin afterwards.
 - Friend of the College – John Milam
 - Distinguished Alumnus – Bruce Butterfield with Mustard Seed
 - Distinguished Alumna – Kristi Lowery with Hope Landing

President

- African American Family and Friends Day will be held on February 17
 - SouthArk Lead class will visit the Capitol on March 7 and meet with legislators, ACC, ADHE staff
 - Brunson Adult Education Center Open House at Warren on February 27 at 3:00 p.m.
 - Spring Commencement speaker will be Dr. Maria Markham, Director of Arkansas Department of Higher Education (ADHE)
- B. SouthArk Lecture Series Update – Dr. Jim Yates reported that Olympia LePoint will speak on Thursday, March 15, 2018 at 7:00 pm in Murphy Hall.

- IX. Executive Session (if required) – none
- X. Announcements
- XI. Adjournment – The meeting adjourned at 4:50 p.m.

Dr. Kermit Parks, Secretary