

**South Arkansas Community College
Board of Trustees Meeting – Minutes
May 15, 2018, 3:45 p.m.
East Campus – Center for Workforce Development Building – Room 121**

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

Trustees Absent: Patty Cardin and Gary Griffis

Staff Present: Barry Bagwell, Dr. Jim Bullock, David Henry, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Tim Kirk, Robert Norman, Cynthia Reyna, Philip Shackelford, Ann Southall, Carey Tucker, Heath Waldrop, Dr. Jim Yates

Others Present: Caitlyn Butler, 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
 - A. SouthArk Phi Beta Lambda (PBL) students participated in the 2018 State PBL competition in Little Rock. Dr. Bullock noted a list of all participants and winners was provided in the Trustees’ folders. He recognized the following four students in attendance at the meeting that placed at the state level: Cynthia Landaverde, 4th in Impromptu Speaking; Andrew Roberts, 1st in Client Service; Darrell Davis, 2nd in Cyber Security; and Abigail Davis, 1st in Statistical Analysis.
 - B. Dr. Bullock recognized the SouthArk students who competed and placed in the gold and silver categories at the 2018 SkillsUSA State Conference in Hot Springs April 10-11.
 - Michael “Zane” Hansen – GOLD – General Welding – Post-secondary category
 - Scott Daniels – SILVER – General Welding – Secondary category
 - Keleleon Lios – SILVER – Pipe Welding – Post-secondary category
 - Dayton McCall – SILVER- Pipe Welding – Secondary category
 - Austin Frugé – SILVER- Welding Sculpture – Post-secondary category
 - C. Mike Roberts, Network Support Analyst and SouthArk PBL sponsor, was named 2018 PBL Arkansas Advisor of the Year.
 - D. Dr. Bullock acknowledged the following SouthArk employees who received advanced degrees this academic year:
 - Greg Crew – SAUM-Masters
 - Dakota Dawson – SAUM-Masters
 - Latonya Pryor –SAUM-Masters
 - Sherry Whitehead – SAUM-Bachelors
 - Kathy Nelson – SouthArk-Associate
 - Theresa Hampton – SouthArk-Associate
 - E. Students in the Technical Writing for Industry Class had a special project in the spring centered on a free online project through iFIXit based in California. iFixit’s focus on Right to Repair and the disposal of toxic electronic waste has helped in the students’ understanding the importance of these issues. Carol Mitchell, faculty.
 - F. **Dr. Jim Yates, Associate Vice President** was featured in “Arkansas’ South”.
 - G. **Sarah Bauldree**, PN Evenings instructor, was selected as one of only ten people chosen to run in the New York City Marathon as a representative of the National Ovarian Cancer Coalition (NOCC). Sarah is an ovarian cancer survivor and a champion for the cause.
 - H. **Cindy Meyer**, OTA program director, attended the Academic Leadership Council, Annual Representative Assembly Leadership Training, and National Occupational Therapy Conference in Salt Lake City and presented 2 poster publications on Couse Assessment; Title IX.
 - I. **Christy Wilson and Dr. Jones** presented “Winning the Game Using Faculty Assessment Coaches” at the AACC conference.
 - J. Dr. Jones recognized the emergency response and recovery team, plus employees, who were involved in the Administration Building fire recovery process. They were also recognized at the employee recognition.

- III. Approval of Regular Meeting Minutes – March 27, 2018 – Dr. Parks/Jerry. **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. Mr. Covas asked that Policy #8, Compensation and Benefits be removed. Dr. Parks requested A. Personnel Report, Policy # 5, Financial Condition and Activities, Policy #28, Community Service, and F. Administrative Procedures Manual be removed. Motion was made to remove these items from Consent Agenda. Jerry/Covas. **Approved.**
- A. Personnel Report – following comments, Jerry/Creer. **Board approved.**
- SouthArk new employees:**
- | | | |
|----------------|---|---------------|
| Teresa Hampton | Administrative Specialist I- Counseling (part time) | April 9, 2018 |
|----------------|---|---------------|
- SouthArk promotions/transfers/organizational changes:**
- | | | |
|-----------------|----------------------------------|--------------|
| Alejandra Munoz | College and Career Coach Advisor | May 21, 2018 |
|-----------------|----------------------------------|--------------|
- SouthArk resignations/retirements/terminations:**
- | | | |
|-----------------|--|----------------|
| Micah Sanford | Recruiter | May 4, 2018 |
| Cynthia Arnold | Library Support Assistant | May 10, 2018 |
| Peggy Cole | Practical Nursing Instructor | May 31, 2018 |
| Keitha Davidson | Director of Nursing Programs | June 30, 2018 |
| Donald Lee | Advanced Manufacturing Training Director | June 30, 2018 |
| Quincie DeLoach | Cosmetology Instructor | June 30, 2018 |
| Shannon Rogers | Cosmetology Instructor | June 30, 2018 |
| Ken Kelley | EMT Program Director | August 3, 2018 |
- B. Monitoring Reports
- Policy # 4 – Financial Planning/Budgeting
- Policy # 5 – Financial Condition and Activities, Dr. Parks called, but passed. Covas/Jerry. **Board approved.**
- Policy # 7 – Asset Protection
- Policy # 8 – Compensation and Benefits – following discussion, regarding the June 30 deadline, Chair suggested Susan poll the board and schedule a Personnel and Planning Committee meeting and a called board meeting before June 30. Covas/Jerry. **Board approved as it is.**
- Policy #28 – Community Service – Following discussion, Chair asked Susan to poll the board and schedule a Policy Governance committee meeting before the next regularly scheduled board meeting which is in September. (Suggestion to be considered at the meeting: “to become more” should be written in a more measurable format.) Dr. Parks moved to accept as written /Covas 2nd. **Board approved.**
- C. Validate Mission Statement
- D. Provisional Positions
- E. 2018-2019 Holiday and Vacation Schedule
- F. Administrative Procedures Manual (APM) – Following discussion and remarks, Dr. Parks moved to accept. Covas 2nd. **Board approved.**
- G. Ratification of New Foundation Board Member – Ms. Kelly Herrgesell, Lanxess.
Board approved all remaining Consent Agenda.
- V. Board Committee Reports
- A. Real Estate/Facilities Committee – Ms. Patty Cardin - none
- B. Personnel/Planning Committee – In the absence of Committee chair, Mr. Gary Griffis, Ms. Creer presented the Committee’s recommendation to close the AAS in Respiratory Therapy program because of low enrollment and low completion rates. Last class will complete in August with 3 graduates. Recommendation came through the program advisory committee, and the shared governance process (Faculty Affairs, Academic Affairs Council, Planning Council, and the Cabinet). **Board approved.**
- C. Budget Finance Committee – Dr. Jones /Mr. Tucker gave highlights of the Budget presentation that was presented at the committee meeting. Ms. Veronica Creer presented the committee’s recommendation to approve/accept the budget as submitted by the administration. **Board approved.**
- D. Policy Governance Committee – Mr. Steve Cousins, noted the committee met and proposed the committee’s recommendation to accept the changes to policies 12 and 24 as presented. Also, a recommendation from the committee to accept the proposed changes to Article IV of the By Laws.
- Trustees may attend board meetings electronically by phone or video conference as available. The following apply to electronic participation in board meetings: 1) electronic participant trustees may vote and may count toward a quorum; 2) electronic participant trustees will not participate in the board meeting while operating a motor vehicle; 3) electronic participant trustees must have ready access to their board packets; 4) trustees are restricted to electronic*

participation in board meetings to 50% or less of the total annual meetings; 5) when votes are held, the trustees participating in the meeting electronically will be individually polled but the vote will not be recorded individually except in cases of a roll call vote.

Board approved.

VI. Chair's Report – Mr. Cousins

- A. Board Process and Performance Monitoring
- B. Board Self-Assessment – Dr. Stephanie Tully-Dartez will send out the survey.
- C. Board Retreat – Thursday, July 19, reception with consultant, 5:30-6:30 p.m., location TBD; Friday, July 20, 8:00 a.m., El Dorado Conference Center
- D. ACC Annual Conference – October 14-16, 2018, Little Rock
- E. ACCT Annual Leadership Congress – October 24-27, 2018, New York

VII. Financial Services Report – Mr. Carey Tucker

A. March Monthly Statements

March 2018 highlights included total unrestricted revenue of \$10,898,436, which is 77.09% of the total budget of \$14,136,473. Total unrestricted expenses of \$9,647,575, which is 68.25% of the total budget of \$14,136,473. Total revenues over expenditures at March 31, 2018 were \$1,250,861. Total cash and investments at March 31, 2018, were \$7,229,021.

B. April Monthly Statements

April 2018 highlights included total unrestricted revenue of \$11,951,780, which is 84.55% of the total budget of \$14,136,473. Total unrestricted expenses of \$10,960,837, which is 77.54% of the total budget of \$14,136,473. Total revenues over expenditures at April 30, 2018 were \$990,943. Total cash and investments at April 30, 2018, were \$7,255,721.

VIII. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

- Renovation plans for the Bistro are underway and the motif will be in line with the conference center. The new name will be “Boomtown Bistro”.
- The AMTC completion date was moved to June 18, 2018.
- Upgrade of the Jenzabar product suite and the MyCampus portal is scheduled in June. This will permit roll out of the new employee portal July 1st.
- Jenzabar has granted a summer intern to assist with business office and human resources record digitization and data entry.
- Mr. Tucker noted the list of office locations for those relocated due to the fire.

Mr. Covas asked about the Administration Building fire. He noted that Mr. Tucker and Dr. Jones were supervising the project and suggested the possibility of hiring someone to oversee the project.

Dr. Parks suggested having a community friendly board room in the rebuild. It was noted that a larger room is already being considered. Following discussion, Chair made a motion that Dr. Jones present some options at the next board meeting for Trustees' input. Brown. **Approved.**

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

- The Arkansas Department of Higher Education approved the new Culinary Arts program and is set to begin in the fall.
- Career and Technical Education staff have been busy visiting and promoting SouthArk to area middle and high school students.
- Health Sciences held an Open House on March 29.
- SouthArk hosted the 8th annual GLAMS (Girls Learning about Math and Science) conference on May 10, with 285 eighth-grade girls.
- PTK induction ceremony was held on April 5th with 15 inductees.
- The first annual SouthArk Literary Festival launched on Friday, April 13, in the El Dorado Conference and Student Center. Due to the fire, the planned events on Saturday had to be cancelled.
- On March 6th, SouthArk employees, along with employees of the area school districts, participated in the second Chamber-sponsored Industry Tour.

- The Arkansas Department of Labor hosted the Workers' Safety Conference at SouthArk's Workforce Building on April 26th. Industry employees learned about the latest OSHA updates, hazard recognition, establishing safety operating procedures, cell phone and social media in the workplace, and defusing workplace violence.

Vice President for Student Services – Dr. Barbara Jones in Dr. Derek Moore's absence

- 284 students submitted graduation applications for 341 awards (degrees and certificates) and 150 walked
- 17 Institutional scholarships have been awarded and 37 Union County Single Parent Scholarships were awarded
- Awarded Career Coach Grant from the Arkansas Department of Career Education, which will allow services to expand in Union County school districts, in addition to Bradley and Chicot counties.
- The National Society of Leadership and Success inducted 13 new members.

Dr. Parks comments on graduation: seating, PA system, location back to auditorium, speaker and questioned how speakers are selected. Distributed a recommendation.

President

- Christy Wilson, chaired GLAMS this year and did an outstanding job.
- Marketing and Communications – Heath has done much to keep press informed after fire
- An Evening with the Stars was held on April 12th, with over 200 in attendance.
- The Outdoor Expo is scheduled for Saturday, September 8th
- The Foundation hosted the annual employee recognition brunch on May 9th.
 - The G. Thomas Baumgardner was awarded to Keith Everett, biology faculty.
 - Dr. Sterling Claypoole – Outstanding Faculty
 - Sherry Howard – Outstanding Professional Staff
 - Mary Kate Sumner – Outstanding Classified Staff

Grants:

In the works:

- ADHE Regional Workforce Continuation Grant-Building the Pipeline – application completed and under revision
- ADHE Regional Workforce Continuation Grant-Futures in Technology (FIT) – application completed and under revision
- NSF Advanced Technological Education Grant – working with mentors to develop proposal
- Verizon Grant was recently awarded and just notified that we will receive an extra \$20,000.

B. Distance Learning Course Success rates compared to traditional courses

C. Federal Omnibus Spending Bill passed – included spending for education funding

- Pell grants
- Work study
- Title III
- TRiO programs (Upward Bound), etc.

IX. Executive Session (if required)

X. Announcements/Upcoming Events

XI. Adjournment – 5:26 p.m.

Dr. Kermit Parks, Secretary