

**South Arkansas Community College
Board of Trustees Meeting - Minutes
May 21, 2019 - 3:45 p.m., Center for Workforce Development, Room 121**

Trustees Present: Steve Cousins, Dr. Kermit Parks, Kerri Brown, Jose Covas, Gary Griffis, Melissa Jerry, and Crystal Yeager

Via Phone: Wayne Gibson and Tasha Sinclair

Staff Present: Benjamin Cagle, Andrew Fielder, Caroline Hammond, David Henry, Michele Hildreth, Sherry Howard, Dean Inman, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Dr. Derek Moore, Dr. Michael Murders, Cynthia Reyna, Philip Shackelford, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, Heath Waldrop, Ray Winiecki, and Dr. Jim Yates

Others Present: Michael Shine, 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 recognized the following:
 - SouthArk **PBL** students represented the college extremely well at the 2019 Arkansas Leadership Conference. 29 students competed. 77 percent of the registered SouthArk students placed in the top 5 of at least one event. First and second place winners will be going to national competition.
 - **SkillsUSA** State Competition – Arkansas SkillsUSA 2019 Leadership and Skills Conference
 - Dayton McCall – First Place – Postsecondary Pipe Welding
 - Jonathan Mitchell – Second Place – Postsecondary Pipe Welding;
 - Garrett Jackson – First Place – Secondary Pipe Welding
 - **Phi Theta Kappa** Inductees
The Alpha Gamma Iota Chapter of the Phi Theta Kappa honor society for two-year colleges at South Arkansas Community College recently inducted the following students: Courtney Bullard of Star City; Joseph Burton of Farmerville, Louisiana; Shannon Dopson of Huttig; Amanda Gibson, Hannah Harbor, Rogerit Nute and Michelle Smith of El Dorado; Emma Sullivent and Anna Wilson of Hampton; Taylor Swain of Monticello; Yessenia Torres of Bernice, Louisiana; and Ra’Veon Ward of Strong.
 - **SouthArk Outstanding Faculty and Staff**

Outstanding Classified Employee	Brandi Cotterman
Outstanding Professional Employee	Benjamin Cagle
Outstanding Faculty	Dr. Cynthia Meyer
Career and Technical Faculty Award	Doyle Manis
Health Sciences Faculty Award	Dr. Cynthia Meyer
Arts & Sciences Faculty Award	Ashley Dougan
 - G. Thomas Baumgardner Students’ Choice Award
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Donna Hendricks
Dr. Kenneth Bridges
 - **SouthArk Lead Class IV**
 - Brandi Cotterman
 - LaBreshianna Hicks
 - Rebekah Wagner
 - Jennifer Baine
 - Will Rankin
 - **Arkansas Community Colleges (ACC) Leadership**
Tim Johnson
 - **Union County ULead Class**
Dr. Derek Moore
 - **Moriah Hicks**, Corporate Education Specialist, completed DDI (Development Dimensions International) facilitator training. This training will allow Ms. Hicks to offer Leadership Strategy and Development classes to SouthArk’s business and industry partners
 - **Phillip Shackelford’s** original research, “Fighting for Air: The Struggle for Air Force COMINT, 1945-1952” was published in the U.S. Military History Review, volume 5 issue 1

Dr. Jones announced her intent to retire in early as 2020 possibly, but does not have a specific date. She would like to make the transition as smooth as possible without disruption to the college operations, and she will help and support the college in this process.

- III. Regular Meeting Minutes – Griffis/Jerry. **Board approved.** Phone participants: Gibson, aye and Sinclair, aye.
- IV. Approval of Consent Agenda – Mr. Cousins asked if any items needed to be moved from the consent agenda to the regular agenda for discussion/comments/questions. There were none.
Mr. Cousins entertained a motion to approve the consent agenda items. Dr. Parks/Covas. **Board approved.** Phone participants Gibson, aye and Sinclair, aye.
- A. Personnel Report
- SouthArk new employees:**
- | | | |
|------------------|--------------------------------------|------------|
| Nate Davis | Recruiter/Men’s Basketball Coach | 04/08/2019 |
| Michael Wolfe | Women’s Basketball Coach (part-time) | 04/08/2019 |
| Marian Jones | DOJ Coordinator | 04/15/2019 |
| Dr. John Spencer | Academic & Career Advisor | 04/28/2019 |
- SouthArk promotions/transfers/organizational changes:** none
- SouthArk resignations/retirements/terminations:**
- | | | |
|----------------|-------------------------------------|------------|
| Jeanette Brown | PTA Clinical Coordinator | 05/10/2019 |
| Tamara Smith | Industrial & Safety Instructor | 05/24/2019 |
| Tricia Terrall | Bookstore Fiscal Support Specialist | 05/28/2019 |
| Sherry Howard | AVP for Workforce & Advancement | 05/31/2019 |
- B. Monitoring Reports
- Policy # 6 – Emergency President Succession
 - Policy # 9 – Communication and Support to the Board
 - Policy #29 – Diversity
 - Policy #30 – Policy Governance Review
- C. Approval of Board Meeting Schedule/Calendar
- D. Approval of Proposed 2018-2019 Tuition and Fees Schedule
- V. Board Committee Reports
- A. Real Estate and Facilities Committee – Ms. Kerri Brown - none
- B. Personnel and Planning Committee – Mr. Gary Griffis, chair, reported that the committee met on April 30.
1. Based on the outcome of the presidential evaluation, Mr. Griffis presented the committee’s recommendation to increase Dr. Jones’ salary by 3.30%, effective July 1, 2019. **Board approved.** Phone participants: Gibson, aye and Sinclair, aye.
- C. Budget and Finance Committee – Ms. Melissa Jerry, chair noted that the committee met on April 23 and also prior to the Board meeting. Ms. Jerry presented the committee’s recommendation to approve:
1. The 2019-2020 Budget and 2018-2019 Plant Fund budget update as presented.
 2. The Merit Bonus for employees as presented.
- Board approved.** Phone participants: Gibson, aye and Sinclair, aye.
- D. Policy Governance Committee – Mr. Steve Cousins - none
- E. Nominating Committee for Vice Chair – Ms. Jerry presented the committee’s nomination that Gary Griffis serve as Vice Chair filling the position of Vice Chair until December 2019, and Mr. Griffis has agreed to do so. **Board approved.** Phone participants: Gibson, aye and Sinclair, aye.
- VI. Chair’s Report – Mr. Cousins
- A. Nominations for Presidential Search Committee:
1. Mr. Cousins appointed the four trustees to serve on the Presidential Search Committee: Jose Covas, Wayne Gibson, Melissa Jerry and Steve Cousins as chair. There will also be faculty, administrators, professional staff, and community members serving on the committee. Mr. Cousins asked that Susan Jordan coordinate scheduling a time for the four trustees to meet as soon as possible.
 2. Mr. Cousins recommended a RFP be prepared for acquiring proposals for the hiring of a search firm to conduct the Presidential search.
Dr. Parks/Covas. **Board approved.** Gibson, aye and Sinclair, aye.
- B. Board Retreat –Mr. Cousins noted that the Retreat is scheduled for July 12. Following discussion, it was determined to change the Retreat to a ½ day workday/retreat and a poll will done for a new date. The ACCT WebEx will also be scheduled at this time.
Notify Susan if you plan to attend ACCT and/or ACC conferences.

VII. Financial Services Report – Mr. Carey Tucker

A. March Monthly Statements

March 2019 highlights included total unrestricted revenue of \$11,004,745, which is 79.82% of the total budget of \$13,787,652. Total unrestricted expenses of \$9,521,135, which is 69.06% of the total budget of \$13,787,652. Total revenues over expenditures at March 31, 2019 were \$1,483,610. Total cash and investments at January 31, 2019, were \$8,139,652.98.

B. April Monthly Statements

April 2019 highlights included total unrestricted revenue of \$12,009,085, which is 87.02% of the total budget of \$13,799,852. Total unrestricted expenses of \$10,616,108, which is 76.93% of the total budget of \$13,799,852. Total revenues over expenditures at April 30, 2019 were \$1,392,977. Total cash and investments at April 30, 2019, were \$8,313,717.42.

Ms. Jerry asked when a draft of the audit would be available. Mr. Henry noted the auditors are still doing their review.

President's Report – Dr. Barbara Jones

A. Administrative Reports – highlights from reports

Vice President for Finance and Administration – Carey Tucker

- The Thomas 1905 Administration Building has new stairs (to meet code requirements).
- The McWilliams House renovation should be substantially complete the end of May.
- The College received an ANCRC grant of \$691,140 for renovation of the 1940 Gymnasium. (fully-funded)
- New security cameras have been deployed, replacing 50% of legacy cameras and adding coverage to previously uncovered areas of the campuses.
- Intercampus radio repeaters are now installed and the East and West campuses can communicate via radio transmissions.
- The State Auditors completed on-campus work March 31st.

Vice President for Academic Affairs – Dr. Michael Murders

- Spring Graduation was very successful with nearly 277 graduates and approximately 140 walking on May 10.
- Academic and Career Achievement Program (ACAP) had seven graduates on May 9.
- 25 new LPNs were pinned at the LPN Pinning ceremony on May 6.
- Expanding LPN (Day) students to 39 starting summer 2019 and ARNEC (RN) students increasing to 48 in January 2020
- El Dorado High School will be taking some concurrent courses on SouthArk's west campus starting Fall 2019
- Expanding options in Secondary Technical Center in Fall 2019 with the startup of a high school Culinary Arts program as approved by the Arkansas Department of Career Education (ACE). Also expanding options in EMT and Process Technology as well.
- In conjunction with "Arts in April" festivities, several joint events were held on SouthArk campus
 - Third annual Arts and Crafts Expo held in Library -- 27% of vendors were students displaying their creativity
 - Media Days sponsored by EMA program in Whitfield Building Atrium with movie trivia
 - Poetry Night on April 9 from 5:30pm - 7:30pm in the Boomtown Bistro
 - Successful Renaissance Fair on April 20 at Arboretum – approximately 200 in attendance with 10 local vendors
 - Hitchcock Film Festival held during week of April 22-23/ 25-26 at 6:00 p.m. SouthArk Library

Vice President for Student Services – Dr. Derek Moore

- Student Recognition ceremony was held on April 18, with over 80 students recognized in the following categories: Outstanding Student Worker; Outstanding Academic Student; Exemplary Student Leadership; Skills USA; Weldathon; and Phi Beta Lambda
- Staff participated in on-campus Career Exploration camps. 157 8th-graders from various districts in our service area attended this event on both campuses.
- Athletics Update: SouthArk submitted application to NJCAA for men's and women's basketball. This is a 3 year process-1st year is a preparation phase, 2nd year is member with probationary status, and 3rd year is full member/NJCAA recognition and ability to compete in post season play. The first meeting for SouthArk Athletics advisory group was held on April 25. There are 14 men and 9 women commits; next

advisory group meeting on May 22 to discuss Booster Club options; close to 90% done scheduling games; continue looking at locations for playing games.

Workforce and Advancement – Dr. Jones
Foundation

- Annual Fund Drive, which includes both community and employee giving, has raised \$104,662 to date.
- Annual Report has been mailed to donors and distributed in packets today to share with others.
- Expo Save-the-Date postcards have been sent. This year's event is September 7, 2019. \$27,000 has already been raised through sponsorships.

Ms. Howard reported the Adult Education Program received State recognition/honorable mention for improvement in Efficiency & Effectiveness scores this year.

Grants

- SouthArk received the National Science Foundation (NSF) Grant Award of \$242,413.43 (3-year grant).
- SouthArk was awarded an automotive grant from the Motor Vehicle Commission of \$12,989 which will be used to purchase new tire equipment (same as used in dealerships).

Grant Budgets (for approval)

- National Science Foundation (NSF) 2019-2022
South Arkansas Community College will redesign three foundational advanced manufacturing courses in Process Technology and Industrial Technology, and offer them in a hybrid format. These courses will form the foundation of a new one-semester Certificate of Proficiency that can lead directly to an entry-level job or establish a foundation upon which students can stack additional credentials in the Industrial Technology or Process Technology degree tracks. The total grant award is \$242,413.43 over the course of three years. – Jerry/Covas. **Board approved.** Phone participants: Gibson, aye and Sinclair, aye.
- Delta Regional Authority (DRA)
South Arkansas Community College will renovate an existing building to create the South Arkansas Center for the Culinary Arts (SACCA), a regional destination for the education of workers in the culinary industry, as well as a licensed, commercial shared-kitchen and incubator space for culinary entrepreneurs. The grant award is \$200,000. – Gibson/Jerry. **Board approved.** Phone participants: Gibson, aye and Sinclair, aye.

Planning and Institutional Effectiveness – Dr. Jones

- SouthArk received the results from Noel-Levitz College Employee Satisfaction Survey including peer comparison. The results were shared with faculty and staff through emails, at Campus Conversations, and posted to the Institutional Research webpage. Listening sessions and task forces will be formed to gather more information on areas identified as opportunities for improvement and the document will be used by the Planning Council during the summer retreat.
- GLAMS (Girls Learning About Math and Science) Conference was held on May 8 with 277 eighth grade girls from 16 different school districts participating, 34 teachers, 70+ volunteers, and 43 community speakers. Kudos to Christy Wilson for chairing the committee for this event.

B. President's Update

- **AMTC Usage – action item from March 19, 2019 meeting**
Credit

- Offered 22 credit courses in the fall and 28 credit courses in the spring.
- Served 113 credit students in the fall.
- Served 115 credit students in the spring.

Non-Credit (AMTC usage only)

- Served 44 students in fall for Boot Camp I.
- Multiple industry meetings going on for the loading & unloading and Boot Camp II.
- Onboarding new Mechanical Instructor.
- E&I second class begins March 27th.

Other Events

- STEAM (Summer 2018) – 18 participants
 - Young MFG Academy (Summer 2018) – 16 participants
 - Weld-a-thon/East Campus Spring Fling – 95 participants
 - Estimated 400+ individuals have toured the facility since June 2018
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- Hosted GTEDC Annual Meeting on May 7th
 - Hosted Roadtrip Nation campus visit on April 24
 - Co-presented with Carey Tucker: “When Lightning Strikes: Crisis Management on the College Campus” at the AACC annual Conference on April 14
 - College is working with industries to develop a “Learn and Earn” scholarship program for the Engineering Technology programs to encourage enrollment with opportunities for education/skills training while working in the field.
 - SouthArk signed a three year renewal Arboretum contract with State Parks and the El Dorado School district.
 - Andrea Henderson, former Executive Director of Oregon Community College organization is the new ACC Executive Director and will begin July 1st.

VIII. Executive Session (if required)

IX. Announcements

X. Adjournment – 5:00 p.m.

Dr. Kermit Parks, Secretary