

**South Arkansas Community College
Board of Trustees Meeting - Minutes
January 19, 2021 - 3:45 p.m.**

Zoom Meeting <https://southark.zoom.us/j/524982966>

Or

Phone: 1- 646 -558 - 8656

Meeting ID: 524 982 966

Trustees Present: Steve Cousins, Kerri Brown, Jose Covas, Gary Griffis, Melissa Jerry, Crystal Yeager

Trustees Absent: Dr. Kermit Parks, Wayne Gibson, Tasha Sinclair

SouthArk Staff Present: Dr. Bentley Wallace, Dr. Derek Moore, Dr. Michael Murders, Carey Tucker, Dr. Stephanie Tully-Dartez, Dr. Tim Kirk, Bill Fowler, Caroline Hammond, Kathy Modica, Valerie Nation, Cynthia Reyna, Philip Shackleford, Heath Waldrop, Dr. Jim Yates

Others: Marvin Richards, El Dorado News Time

- I. Call to Order – Mr. Steve Cousins, Chair – Called the meeting to order at 3:50 p.m.
- II. Recognitions and Awards – Dr. Bentley Wallace – Recognized the following:
 - Ray Winiecki, Dean of Career and Tech Ed, was recognized for being selected as a member of the Arkansas Single Parent Scholarship Fund
 - Philip Shackleford, Library Director, was recently named as the President of the Arkansas Library Association
 - Gary Hall, Entertainment & Media Arts Program Director, and the Media Arts Class, received \$1000 from the Arkansas Department of Health for developing the best informative COVID 19 Video
- III. [Approval of Regular Meeting Minutes](#) November 17, 2020 – Covas/Griffis. **Board Approved.** Phone: Cousins, aye, Brown, aye, Yeager, aye (Jerry had not yet joined the meeting)
- IV. [Approval of Special Called Board Meeting Minutes](#) December 9, 2020 – Covas/Griffis. **Board Approved.** Phone: Cousins, aye, Brown, aye, Yeager, aye (Jerry had not yet joined the meeting)
- V. Approval of Consent Agenda – Mr. Cousins – Ms. Cousins asked if any items needed to be moved from the Consent Agenda to the Regular Agenda for discussion/comments/questions. There were none. Covas/Brown. **Board Approved.** Phone: Cousins, aye, Griffis, aye, Yeager, aye (Jerry had not yet joined the meeting)

Follow-up to Action Item – Request from Dr. Kermit Parks on November 17, 2020 - for Board Policies to be sent to the Board

On Wednesday, November 18, 2020, Dr. Wallace sent the following Board Policies to the Board:

- Board Policy Number 3: Treatment of Employees
- Catalog Information: Academic Appeals
- Administrative Procedures Manual (APM) sections relevant to Shared Governance and Employee Grievance Processes (Please note that section 2.12 is the primary section related to any grievance process.)
 - 1.10 Shared Governance Structure
 - 2.12 Grievance Process
 - 2.15 Separation of Service
 - 6.02 Americans with Disabilities Act
 - 6.03 Substance Abuse / Drug Free Workplace
 - 6.12 Whistle Blower Act

A. [Personnel Report](#)

SouthArk new employees:

| | | |
|------------------|------------------------------|------------|
| Debra Jones | College & Career Coach | 11/30/2020 |
| Benjamin Walsh | Adult Ed Coordinator | 12/01/2020 |
| Byron Winn | ACAP Director | 01/04/2021 |
| Tammie Norris | Practical Nursing Instructor | 01/04/2021 |
| Sanequa Thompson | Practical Nursing Instructor | 01/04/2021 |

SouthArk promotions/transfers/organizational changes:

| | | |
|----------------|---|------------|
| Thomas Brasher | Maintenance Supervisor to Skilled Trades Foreman | 01/04/2021 |
| Janna Alvarez | Admin Specialist II to JAG College & Career Coach | 01/19/2021 |

SouthArk resignations/retirements/terminations:

| | | |
|------------------|--|------------|
| Micah Sanford | JAG College & Career Coach | 11/17/2020 |
| Brittney Helton | Practical Nursing Instructor-Evening | 11/30/2020 |
| Lisa Antoon | Community Ed & Administrative Specialist | 12/31/2020 |
| Sarah Bauldree | Practical Nursing Instructor-Evening | 12/31/2020 |
| Micheal Champion | Criminal Justice Instructor | 12/31/2020 |
| Mike Jones | Skilled Tradesman | 12/31/2020 |
| Ricky Palmer | Maintenance Supervisor | 12/31/2020 |

B. Monitoring Reports

- [Policy #23 ENDS 5](#) – Student Experience

C. [Approval of Board Expense Reimbursement](#)

D. [Approval of Promotional Items](#)

VI. [Board Committee Reports](#)

A. Real Estate and Facilities Committee – Ms. Kerri Brown - None

B. Personnel and Planning Committee – Mr. Gary Griffis - None

C. Budget and Finance Committee – Ms. Melissa Jerry – (Jerry had not yet joined the meeting) – Dr. Wallace reported for Melissa Jerry that the Budget/Finance Committee met on January 15, 2021, and presented the following updates/recommendations:

1. Proposed Course Fee Changes – Dr. Wallace reviewed data for the proposed course fee changes. Committee Approved. **Board Approved.** Phone: Cousins, aye, Brown, aye, Covas, aye, Griffis, nay, Jerry, aye, Yeager, aye
2. El Dorado Conference Center Lease – Dr. Wallace reviewed the current lease agreement and Recommended the following:
 - the renegotiation of the contract
 - the approval to send a letter to the city for renegotiation of the contractCommittee Approved. **Board Approved.** Phone: Cousins, aye, Brown, aye, Covas, aye, Griffis, aye, Jerry, aye, Yeager, aye

D. Policy Governance Committee – Mr. Steve Cousins - None

VII. [Chair's Report](#) – Mr. Cousins

A. Board Process & Performance Monitoring – The Board Meetings by Zoom have been successful

B. Statement of Financial Interest Due by January 31st - The reminder email for the completion of the Statement of Financial Interest was emailed to the Board on January 19, 2021

C. Board Evaluation of own performance in March

Discussion: Dr. Wallace stated that a Board Workshop Day needed to be re-scheduled due to the cancellation on October 20, 2020. (cancelled because of inadequate attendance)

Action Item: Mr. Gary Griffis requested a poll of tentative dates in February be sent to the Board for the Board Workshop Day.

Follow up to Action Item – Request from Mr. Gary Griffis on January 19, 2021 - for a poll of tentative dates in February be sent to the Board for the Board Workshop Day.

On Thursday, January 21, 2021, Dr. Wallace emailed the Board the following list of tentative dates for the Board Workshop Day:

- Wednesday 2/10 afternoon
- Thursday 2/11 morning
- Thursday 2/18 morning
- Tuesday 2/23 afternoon

Discussion: Mr. Griffis asked if the Nominating Committee had met to provide recommendations for new officers. A transition plan is needed, stated Mr. Griffis. Dr. Wallace said the Nominating Committee had not met, and he was awaiting confirmation from the Governor of any new or reappointed Board Members before scheduling a Nominating Committee meeting.

VIII. Financial Services Report – Mr. Carey Tucker -Valerie Nation provided the Financial Reports

A. [November Monthly Statements](#) -

November 2020 highlights included total unrestricted revenue of \$5,526,210, which is 41.01% of the total budget of \$13,476,376. The Total unrestricted expenses of \$5,251,002, which is 38.96% of the total budget of \$13,476,376. Total revenues over expenditures at November 30, 2020 were \$275,208.48. Total cash and investments at November 30, 2020, were \$8,107,712.82.

B. [December Monthly Statements](#)

December 2020 highlights included total unrestricted revenue of \$6,155,157, which is 45.5% of the total budget of \$13,526,905. The Total unrestricted expenses of \$6,178,334, which is 45.67% of the total budget of \$13,526,905. Total revenues over expenditures at December 31, 2020 were \$23,177.26. Total cash and investments at December 31, 2020, were \$7,771,557.41

IX. [President's Report](#) – Dr. Bentley Wallace

A. [Administrative Reports](#) – Listed in the Packet

B. [President's Updates](#)

1. VPAA Search – A committee has been formed and the search for a VPAA is in progress. Starting February 1, 2021, Dr. Stephanie Tully-Dartez will be Interim Vice President for Academic Affairs.

2. Enrollment Update – Enrollment trend is down compared to what was budgeted for the Spring. As of Tuesday, January 19, 2021, SouthArk has approximately 1,100 students enrolled.

3. COVID Update - Mr. Carey Tucker is SouthArk's lead person for contact tracing/reporting. On Wednesday, January 20, 2021, 85 SouthArk employees signed up and will have the opportunity to receive the first vaccination for COVID because of the partnership with the Medical Center of South Arkansas, stated Dr. Wallace. Those employees will also receive the second vaccination for COVID.

4. Stimulus Funding Update – SouthArk will receive Stimulus Funding of approximately 2.2 million in late December for the Institution and students.

5. Ambulance Donation Update – The process for receiving the ambulance is almost completed, stated Dr. Wallace.

6. NSF Project Vision Partnership Opportunity – A funded initiative to help colleges discover and match innovative ideas with NSF funding opportunities. SouthArk will be part of the first cohort of Community Colleges, out of the pilot phase, to explore curriculum and program changes with this funding, stated Dr. Wallace.

7. Legislative Update – Higher Ed is developing several bills to enhance scholarship programs such as Concurrent Challenge and the Workforce Challenge, stated Dr. Wallace.

8. ACC Performance Funding Work Group – It is time for SouthArk to review the ACC Performance Funding Model. Dr. Wallace stated that he and other Presidents and Chancellors were selected to help craft and influence what the next Performance Funding Model will look like for Arkansas.

9. UAMS PreHealth Scholars Program – The PreHealth Scholars Program is a partnership opportunity with UAMS divisions of diversity, equity, and inclusion. SouthArk will host UAMS on campus to promote this program, stated Dr. Wallace. The UAMS PreHealth Scholars Program; is designed to help explore Healthcare Careers for college freshmen and sophomores in Stem or Stem related fields.

10. Foundation Update – The Foundation has had continued success in fundraising this year even without the Expo, stated Dr. Wallace. Foundation updates are in the Board Packet.

11. HLC Update – It's time for SouthArk's four-year review with the Higher Learning Commission (HLC). A team of faculty and staff has been developed and is on track for submitting this summer 2021.

12. Arkansas Department of Health Video Competition – SouthArk's Entertainment and Media Arts class won the grand prize of \$1000 from the Arkansas Department of Health for best Informative COVID Video.

X. Executive Session (if required)

XI. Announcements – SouthArk Stars' first home game is Monday, January 25, 2021. Fans are not allowed for the upcoming season but can view home games live on YouTube.

Adjournment – 4:30 p.m.

Dr. Kermit Parks, Secretary