

**South Arkansas Community College**  
**Board of Trustees Meeting - Minutes**  
**March 16, 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, Chair, Gary Griffis, Vice Chair, Kerri Brown, Jose Covas, Courtney Crotty, Wayne Gibson, Melissa Jerry, Scott Street, Crystal Yeager

**Former Trustees Present:** Dr. Kermit Parks, Tasha Sinclair

**SouthArk Staff Present:** Dr. Bentley Wallace, Dr. Derek Moore, Dr. Stephanie Tully-Dartez, Carey Tucker, Dr. Tim Kirk, Valerie Nation, Bill Fowler, Kathy Modica, Jim Yates, Caroline Hammond, Ray Winiecki, Ann Southall, Cynthia Reyna, Philip Shackelford, Heath Waldrop, Barry Bagwell, Jennifer Baine

**Others Present:** John Baine

I. Call to Order – Mr. Steve Cousins, Chair – called the meeting to order at 3:45 p.m.

Recognitions – Mr. Steve Cousins - opened with a moment of silence to honor the late Mr. Charles E. Thomas. Mr. Thomas was a significant force for Arkansas and South Arkansas Community College. He served as a Former SouthArk Board of Trustee for the following years: 1992-1994; 1995-2000; 2006-2012; 2013-2017.

Mr. Cousins also recognized Dr. Kermit Parks and Ms. Tasha Sinclair for their years of service, hard work, and dedication as Board of Trustees for South Arkansas Community College. They will be missed, stated Mr. Cousins.

Dr. Bentley Wallace presented awards to Dr. Kermit Parks and Ms. Tasha Sinclair in appreciation of their years of service.

- Dr. Kermit Parks – 2003-2008; 2015-2020
- Ms. Tasha Sinclair – 2015-2020

Recognized also were two new SouthArk Board of Trustees:

- Ms. Courtney Crotty
- Mr. Scott Street

II. Recognitions of Student Awards – Dr. Bentley Wallace recognized the following:

- Former student, Ms. Pearline Gill - recently wrote a book entitled “Pearls of Wisdom: My Journey to Success” (The book can be purchased on Amazon.)

III. Ratification of Foundation Board Members – Dr. Bentley Wallace recognized Mr. John Baine and Ms. Elizabeth Vaughn for ratification as new SouthArk Foundation Board Members.

- Mr. John Baine is a lifelong resident of El Dorado, a former state representative, a long tenured employee of Murphy USA, and an individual with strong business acumen. He and his extended family are dedicated Foundation donors, having established two endowed scholarships among their contributions.
- Ms. Elizabeth Vaughn is a local business owner of Jefferson St. Brooks; and has fundraising experience in education.

Covas/Jerry. **Board Approved.** Phone participants: Cousins, aye, Griffis, aye, Brown, aye, Gibson, aye, Street, aye, Crotty, aye, Jerry, aye, Yeager, aye, Covas, aye

IV. Approval of Regular Meeting Minutes – January 19, 2021- Gibson/Jerry. **Board Approved.** Phone: Cousins, aye, Griffis, aye, Brown, aye, Gibson, aye, Street, aye, Crotty, aye, Jerry, aye, Yeager, aye, Covas, aye

V. Recommendations/Appointments to Board Committees – Mr. Steve Cousins, Chair, made the following recommendations/appointments:

- To the Policy Governance Committee – Mr. Gary Griffis was appointed
- To the Budget / Finance Committee – Mr. Scott Street was appointed
- To the Personnel / Planning Committee – Ms. Courtney Crotty was appointed

VI. Formation of New Nominating Committee

(A vacancy occurred among the officers of the Board of Trustees – Dr. Kermit Parks, Secretary)

The following nominations were made from the Board for the new Nominating Committee:

- Mr. Gary Griffis nominated - Mr. Wayne Gibson
- Mr. Steve Cousins nominated - Mr. Jose Covas
- Ms. Melissa Jerry nominated - Ms. Crystal Yeager

**New Nominating Committee formed – March 16, 2021**

**Mr. Wayne Gibson**

**Mr. Jose Covas**

**Ms. Crystal Yeager**

Griffis/Brown. **Board Approved.** Phone participants: Cousins, aye, Griffis, aye, Brown, aye, Gibson, aye, Street, aye, Crotty, aye, Jerry, aye, Yeager, aye, Covas, aye

This Nominating Committee will have the sole responsibility of nominating the Officers Position of Secretary, stated Mr. Cousins.

- VII. Approval of Consent Agenda – Mr. Cousins – asked if any items needed to be moved from the Consent Agenda to the Regular Agenda Items for discussion/comments/questions. Mr. Cousins requested for Item D - Approval of Tuition and Fees Schedule, to be moved from the Consent Agenda and be discussed in the Budget/Finance Committee Report.

**Board Approved.** Phone participants: Cousins, aye, Griffis, aye, Brown, aye, Gibson, aye, Street, aye, Crotty, aye, Jerry, aye, Yeager, aye, Covas, aye.

A. Personnel Report

**SouthArk new employees:**

Jessica White	Administrative Specialist II	02/11/2021
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**SouthArk promotions/transfers/organizational changes:**

Stephanie Tully- Dartez	Interim Vice President for Academic Affairs	02/01/2021
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Michele Hildreth	Administrative Specialist III to Community Education & Admin Specialist	02/15/2021
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**SouthArk resignations/retirements/terminations:**

Michael Murders	Vice President Academic Affairs	01/31/2021
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Ronald Spiers	Administrative Specialist I- Adult Ed	03/11/2021
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Amy Sturdivant	Director, Adult Education	03/12/2021
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B. Monitoring Reports

- Policy # 6 – Emergency CEO Succession – Dr. Wallace reported that the current Emergency CEO Succession plan is still active until the new VPAA is hired. When the new VPAA is in place, the updated document will be sent to the Board.
- Policy # 9 – Communication and Support to the Board
- Policy # 17 – Policy Governance Review
- Policy #23 ENDS 6 – Strategic Planning and Budget

C. Approval of Board Meeting Calendar

D. Approval of Tuition and Fees Schedule

VIII. Board Committee Reports

- A. Real Estate and Facilities Committee – Ms. Kerri Brown, chair, reported that the committee met on March 16, 2021, before the Board meeting. Ms. Brown presented the committee's approval of the following:

1. The proposed change of use of the McWilliams House from a Bed and Bath to a Student Center.
2. The acceptance of the New Grant – Additional ANCRC Grant funds.

**Board Approved.** Phone participants: Cousins, aye, Griffis, aye, Brown, aye, Gibson, aye, Street, aye, Crotty, aye, Jerry, aye, Yeager, aye, Covas, aye.

- B. Personnel and Planning Committee – Mr. Gary Griffis, chair - None - Mr. Griffis stated that in order to be consistent, the use of the same tool (a 3<sup>rd</sup> Party Resource-ACC), is to be used in the Presidential Evaluation.

- C. Budget and Finance Committee – Ms. Melissa Jerry, chair, reported that the committee met on March 12, 2021. Ms. Jerry presented the committee's recommendation to approve the following:

1. The Tuition and Fees as presented (no increase to general fees at this time).
2. The Audit Review as presented.

3. The Sports Expansion of Baseball and Softball as presented.
4. The Acceptance of two grants as presented:
  - Coronavirus Response and Relief Supplement Appropriations Act (CRRSAA) - \$2,249,952.00
  - “Ready for Life” Governor’s Initiative (via ACC) - \$159,000.00

**Discussion** – Mr. Cousins asked how would SouthArk’s portion of the CRRSAA be spent. Dr. Wallace stated the funds would be spent on the following:

1. Technology
2. Balancing out the loss of enrollment cost
3. Infrastructure Training

**Board Approved.** Phone participants: Cousins, aye, Griffis, aye, Brown, aye, Gibson, aye, Street, aye, Crotty, aye, Jerry, aye, Yeager, aye, Covas, aye.

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

**IX. Chair’s Report – Mr. Cousins**

- A. Board Evaluation of Own Performance Initiated – Mr. Cousins reminded the Board that as Board Policy, to complete the self-evaluation. (link emailed to the Board on March 12, 2021)  
<https://southark.limequery.com/index.php/524442/lang-en>
- B. Board Process & Performance Monitoring – The Board has been meeting efficiently without issues or concerns, stated Mr. Cousins.
- C. Determine Date for July 2021 Board Retreat – Proposed dates for the Board Retreat will be sent to the Board.
- D. President advised to prepare Annual Goals Report – Mr. Cousins advised Dr. Wallace that it’s time to prepare his Annual Goals.
- E. 3<sup>rd</sup> Party Presidential Evaluation scheduled – A 3<sup>rd</sup> Party Evaluation will be used and scheduled.

**X. Financial Services Report – Mr. Carey Tucker**

- A. January Monthly Statements  
 January 2021 highlights included total unrestricted revenue of \$7,708,870, which is 56.98% of the total budget of \$13,527,802. Total unrestricted expenses of \$7,070,574, which is 52.27% of the total budget of \$13,527,802. Total revenues over expenditures at January 31, 2021 were \$638,296.26. Total cash and investments at January 31, 2021, were 7,263,095.00.
- B. February Monthly Statements  
 February 2021 highlights included total unrestricted revenue of \$8,994,334, which is 66.49% of the total budget of \$13,527,802. Total unrestricted expenses of \$8,055,216, which is 59.55% of the total budget of \$13,527,802. Total revenues or expenditures at February 28, 2021 were \$939,117.84. Total cash and investments at February 28, 2021, were \$7,685,748.26.
- C. El Dorado Conference Center Quarterly Marketing Report

**XI. President’s Report – Dr. Bentley Wallace**

- A. Administrative Reports – Listed in Packet
- B. President’s Update
  1. Launch of the Diversity, Equity, and Inclusion Task Force – The Diversity, Equity, and Inclusion Task Force, which was part of the Presidential Goals last year, has been officially launched with Philip Shackelford and Alejandra Munoz as leading co-chairs. This task force will explore/review such initiatives as SouthArk policies and procedures in the hiring process with diversity and equity. Moving forward, Diversity, Equity, and Inclusion will remain in SouthArk’s Institutional Goals, stated Dr. Wallace.
  2. MOU with South Arkansas Historical Preservation Society – SouthArk has signed an MOU with the South Arkansas Historical Preservation Society. The Historical Preservation Society will provide an extension for learning beyond the classroom through exhibits, hands-on training, and creative media for students enrolled in SouthArk’s Entertainment and Media Arts Program.
  3. Vice President for Academic Affairs Search Process – A Search Committee made up of faculty, staff, and community members launched a national search of highly qualified applicants for the VPAA position. An announcement will be released soon.
  4. Launch of the SouthArk Athletic Booster Club Steering Committee – The SouthArk Athletic Booster Club Steering Committee, which includes a Steering Committee of the Foundation Board, has been launched and held its first official meeting last week. The committee will be an advocate for sports and sports expansion.

5. COVID Vaccination Update – The Medical Center of South Arkansas held two large clinics where around 80 SouthArk Employees received both vaccinations of the COVID vaccine.
6. Legislative Updates – SouthArk is working closely in partnership with Andrea Henderson, ACC Representative, and Representative Matthew Shepherd.
7. Winter Weather Damage – Dr. Wallace reported some minor water damage to the Administration Building, the Red Cross Building, and the AMTC on East Campus.

XII. Executive Session (if required) - None

XIII. Announcements

XIV. Adjournment – 4:35 p.m.

**Action Items:**

1. Policy #6 -Emergency CEO Succession – Policy #6 in the Monitoring Reports will be updated and emailed to the Board upon the hiring of the new VPAA.
2. The Budget Line Item will be reviewed for an outside 3<sup>rd</sup> Party Presidential Evaluation.
3. Dr. Wallace will send out proposed dates to the Board for the July 2021 Board Retreat.