

# **EAST ARKANSAS COMMUNITY COLLEGE**

## **OFFICIAL MINUTES OF THE BOARD OF TRUSTEES**

**Date of Meeting: November 11, 2021**

Technical Instruction Building (TIB)/Zoom Meeting  
Meeting ID: 841 6857 0187

### **I. CALL TO ORDER:**

The Board of Trustees meeting was called to order at 6:02PM by Mr. Brent Howton, Chair.

### **II. ROLL CALL:**

The following board members attended in person: Mr. Alan Curtis, Mrs. Beverly Devasier, Mr. Rausch Hodges, Mr. Brent Howton, Judge Ann Hudson, Mr. Kevin Lewey, and Mr. Al Miller. Mrs. Haven arrived at 6:04PM.

### **OTHERS PRESENT:**

Attending in person: Dr. Cathie Cline, Mrs. Michelle Wilson, Mr. Tanner McKnight, Mr. Robert Summers, Mrs. Lindsay Midkiff, and Dr. Laura Riddle. Students and instructors present included Candice Smith, Dalton Fleetwood, Robert Jackson, Jackson Brock, and Jaxson Stuckey. Minutes were recorded by Anne Kelso.

### **MEDIA PRESENT:**

Members of the media in attendance included Miss Katie West representing the Forrest City *Times-Herald* newspaper, and via Zoom, Mr. Rick Holt of KXJK/KBFC Radio.

### **III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:**

Mr. Howton asked if there were any corrections or additions to the minutes of the previous meeting held on August 12, 2021. Ms. Hudson moved to approve the minutes. Mr. Miller seconded the motion. Motion passed with no opposition.

### **IV. OLD BUSINESS: None**

### **V. SPECIAL REPORTS**

#### **A. Campus Improvement Projects**

Dr. Cline invited students to talk about their programs since the report on campus improvements involves their area. Robert Summers introduced two welding instructors, Mr. Jackson Brock and Mr. Jaxson Stuckey. Mr. Brock noted that the number of high school students taking his welding class increased from 6 to 19 students. He shared a success story from one of his former students, now employed and earning a good wage straight out of high school. Dalton Fleetwood is a first year welding student from the high school and addressed the board about his experience with the program. Ms. Candice Smith also spoke about her experience and expressed that welding will help her support her family. Mr. Stuckey enjoys teaching others the trade that he loves. He especially enjoys the students because of the effort they put

forth to learn this skill. The welding and auto body students worked together on a project that was presented to board members.

Dr. Cline presented preliminary plans for the new Welcome Center for students. Everything a student will need to get started will be housed here, including registrar, financial aid, testing, Student Support Services, Career Pathways, bookstore, student lounge, café, etc. The site overview of the interior and exterior design was presented to the board.

Dr. Cline noted, although we were expecting to be notified in October, there is no word yet regarding our federal grant application for funds to complete the ellipses walkway. This project will help to connect the two areas, and we hope to hear something soon.

#### **B. Strategic Plan Preliminary Report**

Dr. Cline reported that Dr. Barbara Jones, retired president from South Arkansas Community College, has come to campus to guide us through this process. She has assisted in conducting surveys of faculty, staff, students, and the community. Our Strategic Planning Committee consists of 24 members who are working hard to gather input and information. Meeting agendas, sample surveys and a timeline were included in the packet for review. Once the draft is complete and public comments are received, we will bring the completed plan to you for approval.

### **VI. FINANCIAL REPORTS:**

#### **A. Discussion/Approval of Legislative Audit Report**

Mr. Howton noted that board members received a copy of the Legislative Audit Report in the mail for review. Mr. Curtis moved to accept the Legislative Audit Report as presented, and Ms. Hudson seconded. The motion carried with no opposition.

#### **B. End of Year Financial Statement 2021**

Mr. McKnight reported that we are a little ahead on our revenue collection compared to the historical average as of this time. He further stated that Act 69 requires us to report our cash-on-hand, and at this point, the college has sufficient funding to support our operations for one year. Following Mr. McKnight's report on all financial statements included in the packet, Mrs. Haven moved to accept these reports, and Mrs. Devasier seconded. The motion carried with no opposition.

#### **C. Financial Statements**

Financial statements for periods ending August 31, 2021, September 30, 2021 and October 31, 2021 were included in the packet and were discussed and approved with the End of Year Financial Statement.

## **VII. NEW BUSINESS**

### **A. Budget Adjustments**

Dr. Cline reported that budget adjustments totaling \$16,909 were made out of the General Institutional Contingency account to two departments to cover the cost of emergency repairs on vehicles (Commercial Driver Training Program) and to pay for the proper disposal of expired chemicals from the Chemistry lab. According to board policy, only adjustments made outside the original department in which they were budgeted are reported.

### **B. Productivity Funding**

Dr. Cline reported that EACC increased in productivity more than any other college or university in Arkansas, according to annual productivity scores released by the Arkansas Division of Higher Education. Based on the productivity score, we will receive an additional \$434,290 in fiscal year 2022-23 divided into an additional \$168,184 added to base funding and \$266,107 as one-time incentive funding. An institution cannot have more than 2% added to its base in any one year. We did well in the number of credentials awarded and in student progression in which points are awarded for each student earning 15, 30, and 45 credit hours. Our only decrease was in the number of students who transferred. A five-year analysis of our performance was included in the packet, as well as the productivity scores of all the colleges. This is a report and requires no action by the Board.

### **C. Open Enrollment for Insurance**

Dr. Cline stated that open enrollment for insurance began this month. The consortium is doing well, insurance costs are going down and premiums will not increase. A revised benefits summary was included for review. Per board policy 3-8, "the Board shall review the insurance coverage provided each year." I recommend that the Board of Trustees approve the insurance plan levels and tiers included, which are unchanged from last year. Ms. Hudson moved to approve the insurance plan levels and tiers as discussed, and Mrs. Haven seconded. The motion carried with no opposition.

### **D. Fall Enrollment Report**

Dr. Cline reported an enrollment increase of 13.6% in Fall 2021 over 2020. Only 11 of the state's 32 public colleges and universities saw an increase. EACC has the fourth highest increase of all 32 public institutions of higher education. Dr. Cline included ADHE enrollment figures for all institutions in the board packet.

### **E. Fall Part-Time Payroll Report**

Dr. Cline presented the Fall 2021 part-time faculty payroll prepared by Robert Summers and Michelle Wilson. This report does not require action by the Board.

### **F. Resignations/Terminations/Retirements**

Dr. Cline reported that since the last board meeting, the following individuals are no longer employed at EACC: Tik Ward, Career Pathways Director; Chris Nelson, Dean for

VOTE; Dr. Heath Sanders, Sociology Instructor; Vanessa Middlebrooks, Instructor of Cosmetology; Tamara Clegg, Administrative Specialist I; and Mark Harris, Maintenance Assistant. This is an informational item and requires no action by the Board.

**G. Report on New Hires/Change in Duties**

Dr. Cline reported that since the last board meeting, the following personnel have been hired or have had a change in duties. Dr. Laura Riddle, Dean of General Education; Daniel Shaul, Career Pathways Director; Janice Wallace, Associate Director of Financial Aid; Jerry Stegall, Assistant Director of Financial Aid; Falisha Williams, Community Outreach Coordinator/Wynne Site; Camille Clanton, Academic Advisor/Student Success Coach; Jonathan Taylor, Adult Basic Ed Paraprofessional/Recruitment; Nicholas Pickard, Diesel Technology Instructor; Terry Davis, Instructor of Registered Nursing; Jana Lloyd, Instructor of Registered Nursing; Jaxson Stuckey, Instructor of Welding; Anthony McMath, Career Coach/Brinkley; Dawn Copeland, Career Coach/Forrest City; Jennifer Cole, Administrative Specialist I/VOTE; Lori Hutcherson, Administrative Specialist II; Karen Thompson, Maintenance Assistant; and Willie Perkins, Maintenance Assistant. This is an informational item and requires no action by the Board.

**H. Approval of Board Policy 8-4: Sex Offender Notification**

Dr. Cline reported that the inclusion of Board Policy 8-4: *Sex Offender Notification* is required by Arkansas law. The policy and Arkansas Code require that any registered sex offender seeking to attend EACC or to be employed by EACC must notify local law enforcement. Once law enforcement receives such notification, they will make a recommendation to the College regarding that offender's enrollment or employment. Final decisions will be made by the College in consultation with law enforcement. If a sex offender is allowed to attend classes or be employed at EACC, the policy includes a provision that the campus community will be notified. The Policy Review Committee has endorsed this policy, and I recommend adding this policy to the board policy manual. Mrs. Haven moved to approve this policy, and Mr. Lewey seconded. The motion carried with no opposition.

**I. Reactivation of AAT Degree and Addition of New Certificates**

Dr. Cline requested approval to reactivate/add the following degrees and credentials to EACC's program inventory: Associate of Arts in Teaching; Technical Certificate in Teaching; Certificate of Proficiency in Teaching; Certificate of Proficiency in STEM (Science, Technology, Engineering, and Mathematics)—*addition*; and the Certificate of Proficiency in Health Professions—*addition*. With your approval, we will move forward with approval processes through the Arkansas Division of Higher Education. Mr. Lewey moved to approve reactivation and addition of these credentials, and Ms. Hudson seconded. The motion carried with no opposition.

**J. Receipt/Acceptance of Arkansas Commercial Truck Safety and Education Program (ACTSEP) Funds (Safe Start Program)**

Dr. Cline reported that EACC has received an award notification from the Arkansas State Highway Commission for the ACTSEP program in the amount of \$12,899.93. These funds

will be used for the purchase of radio equipment for our Commercial Truck Driver Training program. Dr. Cline asked the board to approve these funds and authorize the administration to make the appropriate expenditures. Mrs. Haven moved to approve, and Mr. Lewey seconded. The motion carried with no opposition.

#### **K. Activation of Nominating Committee for Board Officers**

Mr. Howton noted that the Nominating Committee will need to schedule a meeting in order to present a slate of officers for approval at the February meeting. This committee consists of Mr. Howton, Mrs. Haven and Mr. Curtis. A motion was made by Ms. Hudson to activate the nominating committee, and seconded by Mr. Lewey. There was no opposition.

### **VIII. President's Report**

The President's report was distributed while Dr. Cline reported on a pilot program to train high school students to receive a Class-A CDL. The pilot program began with one Forrest City High School student enrolled in our five-week program, a precursor to a pilot for the Spring in which a semester-long version will be offered to high school students. Students will earn a Certificate of Proficiency in Commercial Driver Training. Graduates will be able to drive in-state until they are 21, at which time they can drive interstate. We are creating pathways that have not been tried before in an effort to meet job demand.

Dr. Cline noted that EACC's Literacy and Adult Education programs lead the state in measurable skills gains for AY2020-21.

EACC held an employee family fish fry on Saturday, October 23 thanks to the EACC Foundation who covered the cost of the meal. EACC also sponsored a foot screening event with Dr. Lynette Meace, and has provided opportunities for the COVID booster and flu shots. Upcoming, we will have a Thanksgiving Virtual Luncheon via Zoom with activities, games, and prizes.

EACC's food pantry is now affiliated with the Food Bank of Northeast Arkansas. Thanks to Niki Jones, who completed the application process, EACC's food pantry is now part of over 130 partner agencies that receive food.

EACC's Career Pathways Initiative successfully completed a review by the Arkansas Division of Higher Education (ADHE). ADHE reported that case files were so well organized that they may be used as best practice for other programs. Our entering employment goals continued to trend upward, up from 79.17% in 2019 to 95.65% in 2021.

One of this year's projects for Perkins grant funds was modernization of our Commercial Driver Training program to better facilitate student success. Industry partner TAG Truck Center in Memphis helped find and procure a 2014 Freightliner for our program that is in excellent condition and has a collision mitigation system. We will have extra capacity for our driver-training program and a newer model vehicle for our Diesel Tech students to service.

The state's nine independent community colleges have formed the Consortium of Arkansas Independent Colleges. The consortium consists of the presidents of NWACC, Arkansas Northeastern College, Black River Technical College, East Arkansas Community College, National Park College, North Arkansas College, Ozarka College, South Arkansas Community College, and Southeast Arkansas College. These colleges will collaborate on areas such as legislative advocacy, operational best practices, and professional development for employees and trustees. Our first project involves collaborating to provide mental health services to students.

EACC's maintenance and bookstore crews have been hard at work in relocating the Bookstore to the Student Center, which is part of our preparation for moving into the new Student Welcome Center.

EACC has successfully completed a U.S. Department of Defense (DoD) Voluntary Institutional Compliance program review of veterans' services. This review indicates that our institution demonstrates a "commitment to partner with the Department of Defense to provide exceptional education programs and services" to military-connected students and is part of our efforts to support service members. A memorandum from Michelle Wilson and the letter of notice from Dr. Jonathan Woods, Acting Director of the DoD, were distributed.

In honor of Veterans' Day, Dr. Cline recognized two veterans present at the meeting, Mr. Alan Curtis and Mr. Robert Summers. Both of these men served in the U.S. Army and were given a round of applause in appreciation of their service. The EACC letters on the Fine Arts Center are backlit with green lighting in honor of Veterans' Day.

Also, the Marketing and Recruitment report was distributed to highlight all of those activities as well.

#### **EXECUTIVE SESSION-None**

#### **ADJOURNMENT**

With no further business to discuss, Mr. Miller made a motion to adjourn. Mr. Lewey seconded the motion. The meeting adjourned at 6:54PM.

Approved:

---

Brent Howton, Chairman  
EACC BOARD OF TRUSTEES

---

Date