

## **EAST ARKANSAS COMMUNITY COLLEGE**

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### **OFFICIAL MINUTES OF THE BOARD OF TRUSTEES MEETING—August 12, 2021**

**Zoom Meeting ID: 849 0218 6863**

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

The Board of Trustees meeting was called to order in the Fine Arts Center Banquet Hall at 6:00PM by Mr. Brent Howton, Vice Chair.

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

The following board members were in attendance: Mr. Alan Curtis, Mrs. Beverly Devazier, Mr. Rausch Hodges, Mr. Brent Howton, and Judge Ann Hudson. Mrs. Jan Haven attended via Zoom. Mr. Kevin Lewey and Mr. Al Miller were unable to attend.

#### **OTHERS PRESENT:**

Dr. Cathie Cline, Mrs. Lindsay Midkiff, Mrs. Michelle Wilson, Mrs. Niki Jones, Mr. Tanner McKnight, Mr. Robert Summers, Mrs. Lindsi Huffaker, Dr. Don Lewis, and Vanessa Middlebrooks attended. Minutes were recorded and transcribed by Anne Kelso.

#### **MEDIA PRESENT:**

Media included Ms. Katie West, in person, representing the Forrest City Times-Herald Newspaper, and via Zoom, Mr. Rick Holt representing KXJK.

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

Mr. Brent Howton, Vice Chair presided over the meeting. He asked if there were any corrections or additions to the minutes of the previous meeting held on May 20, 2021. Mr. Curtis made a motion to approve the minutes. Mrs. Hudson seconded the motion. The motion passed with no opposition.

#### **IV. OLD BUSINESS:**

There was no old business to report.

#### **V. SPECIAL REPORTS**

##### **A. Resolution to Honor Mr. Willie L. Smith**

Mr. Howton noted the passing of Mr. Willie L. Smith, Board Chair, and asked Dr. Cline to read aloud the following resolution:

## RESOLUTION

### **In recognition and in Memory of Mr. Willie L. Smith, Chairman of the Board of Trustees, for his Extraordinary Service and Leadership to East Arkansas Community College**

WHEREAS, Mr. Willie L. Smith served East Arkansas Community College with extraordinary service and leadership, and

WHEREAS, as Chairman of the Board of Trustees and during his long-standing tenure as a Board Member, he shared thoughtful advice and counsel with the President and the Board of Trustees and devoted himself to the fulfillment of the College's mission, and

WHEREAS, Mr. Smith will continue to be an example for those who wish to serve their community and their fellow man, and

WHEREAS, his contributions as a dear friend and dedicated supporter will be greatly missed by the Board of Trustees, Faculty, Staff, and Students;

THEREFORE, the Board of Trustees of East Arkansas Community College adopts this resolution as an expression of public sorrow on behalf of the Board and the entire College community, in gratitude for the life and memory of Mr. Willie L. Smith and in recognition of his service and leadership to the College.

Signed on this Twelfth day of August, Two-Thousand and Twenty-One.

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Mr. Brent Howton, Vice Chairman

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Ms. Jan Haven, Secretary

Ms. Hudson moved to adopt this resolution to be entered into the minutes. Mr. Hodges seconded, and the motion passed with no opposition.

#### **B. ANNUAL FOUNDATION REPORT**

Niki Jones, Director of Development, presented the Annual Foundation Report for 2020-21. The report was distributed for review. Ms. Jones reported that Foundation Board officers included Jan Haven, Chair; Joe Perry, Vice-Chair; Megan O'Neal, Treasurer; and Anna Howton, Secretary. Other Board members were LeRoy Dangeau, Susan DeRossitt, Pier Evans, Larry Freeman, Steve Hollowell, Ann Hudson, Chris Morledge, Dale Morris, Claudette Walker, Dr. Cathie Cline, and Niki Jones.

Scholarship recipients for last fall and spring semesters included:

Walker—Malorie Saxon	Non-Traditional—Valerie Burnett
Tech Ed—Kameron Luke	Gen Ed—Emily Hiron
Blankenship—Kimberly McCoy	Burt-Davis—Caroline Ward
Coy Grace—Katreese Shaw	Swindle—Mallory Ellis

Applications are being taken now for Foundation Scholarships with a deadline of August 15<sup>th</sup>.

New scholarships include the Amanda Fogg Memorial Scholarship and the R.L. and Maurice Steward Memorial Endowed Scholarship. A new Emergency Fund for Students has also been established in honor of Fletcher Long Jr. Also, we received the Nimocks Family Concurrent Enrollment grant of \$10,000 again this year.

The Sponsor-A-Child (SAC) scholarship awarded five scholarships for Summer Enrichment Camp in July for a total of \$450.00.

The Foundation also makes possible the Distinguished Teaching Award, presented to Brock Hathcock, Criminal Justice Instructor, and the Outstanding Staff Award, presented to Adam Kennedy, Network Services Administrator.

The annual EACC Golf Tournament was held on June 14, 2021 at the Forrest City Country Club. This was the first year for a major sponsor of the tournament with a \$10,000 donation from Johnson Controls. The tournament also had three co-sponsors at the \$5,000 level from Arkansas Concrete, Boar's Head, and Forrest City Medical Center. This event raised a total of \$44,584.17 for the Foundation.

The Brick Project continues.

The EACC Food Pantry, established in October 2020, has distributed over 2,257 Grab-and-Go bags to students on campus. The Food Pantry made three larger bag food distributions to students in December, March, and May. The Pantry is located in the Learning Resource Center.

The Pillars of the Arts is a giving program designed to expand and support enrichment opportunities at the Fine Arts Center. We did not have a performance season for the 2020-21 year, but donations have started coming in for the new performance season 2021-22.

### **C. STATUS OF CAMPUS PROJECTS**

Dr. Cline noted that construction has begun on the truck-driving range and plant funds will cover the cost of this project, which received a low bid of \$210,000. In May, I presented architect's renderings of a new façade for the Technology Instruction Building. Following

the plan to renovate this building into a one-stop welcome center for students and the public, it has been determined that it would be more cost effective to renovate the inside of the building at the same time because construction of the façade requires adjustments to the windows and exterior walls. A preliminary layout was available for review. Dr. Cline noted that she will bring the final design and cost estimates to the Board following the Request for Proposal. Funds from the state for improvements to the former CRTI campus will be utilized to cover some of the cost, as well some existing plant funds.

#### **D. COVID Update**

Dr. Cline reported on efforts to combat COVID-19 by continuing to provide PPE such as masks, and cleaning supplies to employees and students, as long as supplies and funds are available. The College will continue to use the Clorox 360 electrostatic disinfection system for enhanced sanitization and cleaning. Barriers continue to be placed in public areas and continue to be provided to faculty who wish to utilize them.

Students and employees are still required to screen themselves and may not come to campus if showing symptoms, if exposed, or if testing positive.

Faculty will continue to accommodate students who are quarantined, placed in isolation, experiencing symptoms, or whose children are quarantined, isolated, symptomatic, or whose school or daycare has closed or moved to remote learning due to COVID.

EACC will continue to offer and promote vaccinations. Also, Binax Covid Now rapid tests will be available free to all students and employees. While we do not require testing, it is hoped that this will help curb the spread of the virus.

Vaccinations and testing will not be required by EACC; however, they may be required by some clinical sites. The college will work with students who choose not to be vaccinated as much as possible with simulated clinicals, but the state has limited simulation to 30% of clinicals, and sites that do not require vaccination are limited.

Although I am not recommending a campus-wide “mask mandate” for everyone in all situations, we will strongly encourage everyone to wear masks; allow some programs, classes, or events to require face coverings when necessary, such as when distancing cannot be maintained or risks are greater; and respecting all third-party face covering requirements, for example, clinical sites or high school students. We will continue to monitor the situation and keep you informed if stricter policies become necessary.

## **VI. FINANCIAL REPORTS:**

Dr. Cline discussed financial reports for the periods ending May 31, 2021, June 30, 2021 and July 31, 2021. The preliminary End-of-Year Statement was distributed for review while

Mr. McKnight reported. He noted the \$800,000 drop in assets was simply the Johnson Controls lease funds, which was not truly an asset, just funds sitting in our account. He further reported on Days of Cash On Hand, per Act 69 (2021). At this point, we have almost a year of funds set aside in case of emergency.

Following this report, Judge Hudson moved to accept the financial reports as presented, and Mr. Hodges seconded the motion. The motion carried with no opposition.

## **VII. New Business**

### **A. Budget Adjustments**

There were no reportable budget adjustments. Only adjustments made outside the original department in which they were budgeted are reported, which is according to board policy.

### **B. Resignations/Terminations/Retirement**

Dr. Cline reported that the following individuals are no longer employed with EACC: Ike Sanders, Associate Vice President for Human Resources & Campus Services; Kevin Jumper, Director of Financial Aid; Edith Mitchell, Director of Student Support Services/TRIO; Dee Millard, Biology-Microbiology Instructor; Dr. Carl Brown, History Instructor; Stephanie Blake, HPR Instructor; Danny Gilley, Business & Industry Training Coordinator; Jonathon Taylor, Adult Basic Education Recruitment Coordinator; Jack Hill, Director for EMT/Paramedic Program; Nathan Brown, Welding Instructor; Donna Smith, RN Instructor; Shannon Lee, Medical Professions/CNA Instructor; Lynn Grommet, Nursing Instructor; Belinda Harrell, Career Coach-Augusta; Andrea Hawkins, Administrative Specialist/VOTE; and Robbin Patton, Administrative Specialist/Admissions. This information requires no action by the Board.

### **C. Report on New Hires/Change in Duties**

Dr. Cline reported that the following employees have been employed or have had a change in duties since our last board meeting: Lindsy Huffaker, Director of Human Resources; Dennis Colvin, Interim Director of Physical Plant; Beth Thompson, Director of Student Support Services/TRIO; Christine Williams, Secondary Career Center & Career Coach Counselor/Coordinator; James Copeland, Recruitment Coordinator; Jennifer Vandiver, History Instructor; Randall Ross, Cosmetology Instructor; Josh Cooper, Instructor for Diesel Technology; Courtney Garland, SSS Learning/Transfer Specialist; Camille Clanton, Career Coach/Lee County; Briana Byers, Career Coach/Augusta; Mark Wilson, Safety & Security Supervisor; Robert Tansey, Public Safety Security Officer; and Jennifer Maino, CNA/Medical Professions Instructor. This is informational only and requires no official action by the Board.

**D. Summer I and II Payroll Report**

Dr. Cline presented the Summer I and Summer II payroll for faculty prepared by Michelle Wilson and Robert Summers. This item is informational and requires no action by the Board.

**E. Summer I and Summer II Enrollment Data**

Dr. Cline reported that COVID-19 continues to affect higher education enrollment nationwide in unpredictable ways. Generally, EACC rebounded well in comparison to other two-year colleges in Arkansas who unofficially have reported a roughly overall average 5% increase in summer enrollment; however, because our declines in 2020 were greater, our rebound was likely greater.

The unpredictable impact of COVID-19 on enrollment was seen in the College's summer enrollment. Summer I enrollment rebounded by 20% over last year, while summer II declined 17%. Combined enrollment for the two summer terms was 665, a 2.15% increase over last year's figure of 651 and a 2.31% increase over 2018's headcount of 650, while stilling lagging 18.9% behind the high of 820 in 2019.

Once again, EACC was unable to teach any classes at the federal prison. In addition, Wynne center enrollment and high school student enrollment remained behind previous levels.

**F. Receipt/Acceptance of Campus COVID-19 Vaccine (CoVac) Initiative Mini Grant**

Dr. Cline reported that EACC has been awarded \$3,000 to further the goal of increasing COVID-19 vaccine confidence. The Campus COVID-19 Vaccine (CoVAC) Initiative mini-grant has been awarded by the American College Health Association (ACHA). Dr. Cline recommended that the Board approve this award and authorize the administration to make appropriate expenditures. Mr. Hodges moved to accept this recommendation, and Mr. Curtis seconded. The motion carried with no opposition.

**G. Receipt/Acceptance of ADHE Degrees When Due Cohort Honorarium**

Dr. Cline noted that EACC participates in the Degrees When Due (DWD) initiative which is supported by ADHE. This initiative seeks to enhance retention and completion through outreach efforts for re-engagement and reverse transfer. EACC will be receiving a \$3,000 honorarium for our participation in a supplemental workshop and for meeting our goals in the areas of outreach and reporting. Dr. Cline recommended that the Board of Trustees take official action to accept this honorarium and to authorize the administration to make the appropriate

expenditures. Mr. Curtis moved to accept this recommendation and Mrs. Devasier seconded. The motion carried with no opposition.

**H. Receipt/Acceptance of Career Pathways Initiative (CPI) Grant**

The award notification for the continuation of the Career Pathways Initiative (CPI) was included in the board packet for review. Dr. Cline stated that the award amount for the FY22 period is \$227,085.97. She noted that this is a 15% increase over last year's funding and that Mrs. Tik Ward and the CPI staff are to be commended for their efforts in meeting and exceeding program goals. Judge Hudson moved to accept this award and Mr. Hodges seconded. The motion passed with no opposition.

**I. Receipt/Acceptance of the Carl D. Perkins Grant**

Dr. Cline reported that the college received an award notification for the Carl D. Perkins Career and Technical Education Improvement Grant through the Arkansas Division of Workforce Services. The total allocation of Perkins funds to be received by the College is \$75,459.00 for the period of July 1, 2021 through June 30, 2022.

I recommend that the Board of Trustees take action to accept this award notification and to authorize the administration to make appropriate expenditures for the implementation of this project. Mr. Curtis moved to accept this recommendation and Judge Hudson seconded. The motion passed with no opposition.

**J. Receipt/Acceptance of the Dollar General Adult Literacy Grant**

Dr. Cline reported that EACC has been awarded the Dollar General Foundation Adult Literacy Grant in the amount of \$8,000. Dr. Cline recommended that the Board approve this award and authorize the administration to make the appropriate expenditures. Judge Hudson moved to approve, and Mr. Curtis seconded. The motion carried with no opposition.

**K. Receipt/Acceptance of the ADHE Regional Workforce Educator Pipeline Pilot Grant**

Dr. Cline reported that EACC has received an offer of funding through the Arkansas Division of Higher Education for a regional workforce grant to support efforts to launch the Educator Pipeline pilot program. We are approved to request up to \$100,000 in reimbursement for expenses incurred in FY22 related to the development and implementation of this pilot.

Dr. Cline asked the Board of Trustees to take official action to authorize the administration to seek reimbursement for authorized expenses. Mrs. Devasier moved approve, and Judge Hudson seconded. The motion passed with no opposition.

**L. Receipt/Acceptance of ARP/HEERF III Grant**

Dr. Cline reported that EACC has been awarded \$2.97 million in American Rescue Plan (ARP) funds (also known as HEERF III). We have also been awarded \$116,943 under the supplemental appropriations act related to coronavirus. The award documents were included in the board packet for review. A law passed in the most recent session requires institutions of higher education to appear before the Arkansas Legislative Council committee to present a plan and seek approval for its use of the federal funds included as part of ARP. Mr. McKnight and I appeared before ALC in July and were successful in getting our plans approved. Those detailed plans are included.

Some highlights include grants of \$1,000 or \$1,200 for students who are seeking a degree or certificate from EACC and are enrolled in six or more credit hours. Adult Basic Education and Literacy program students will also receive \$500. A copy of the student application for the grant funds is included in your packet.

EACC has already distributed approximately \$1 million to students through HEERF I and II, and has a remaining \$1.7 million combined to distribute to students between HEERF II and the ARP funds described here.

Other planned uses of the funds include major upgrades to Wi-Fi capability, new HVAC in the bookstore, and a college-sponsored food and vending program.

In addition, through a cost-sharing program first established with HEERF II funds, employees may receive a laptop for a reduced price that they can use to work on campus or remotely should that be needed or desired. Employees must sign an agreement specifying appropriate use of the laptop and agree to remain employed for 1 year or return the laptop or pay full price.

In a similar cost-sharing program, full-time students will be able to obtain the same model of laptop for \$150 in the bookstore once classes begin. They must also sign an agreement regarding appropriate use. We feel cost sharing is a good way to ensure that employees and students will take good care of the laptops and use them for productive purposes. This program is also part of our ongoing efforts to support our employees in their work environment.

Pending questions, I request that the Board of Trustees approve receipt of these funds in the total amount of \$3,086,991 and authorize the administration to make appropriate expenditures. Judge Hudson moved to approve, and Mr. Curtis seconded. The motion passed with no opposition.



**M. Approval of College Catalog 2021-2022**

A copy of the catalog was included in the board packet for review. Mr. Hodges moved to approve the 2021-2022 college catalog and Mrs. Devasier seconded the motion. The motion passed with no opposition.

**N. Board Officer Election Due to Vacancy**

Mr. Howton noted that the Nominating Committee (Howton, Haven, and Curtis) met prior to the Board meeting in order to make a recommendation for the election of officers due to the passing of Board Chair, Mr. Willie L. Smith. On behalf of the committee, Mr. Curtis recommended the following slate of officers: Brent Howton, Chair; Ann Hudson, Vice Chair; Jan Haven, Secretary; and Kevin Lewey, Treasurer. Mr. Curtis moved that these officers serve, and Mrs. Devasier seconded. The motion carried with no opposition.

**VIII. President's Report**

Dr. Cline reported that New Student Orientation was held on August 10<sup>th</sup> and 11<sup>th</sup>. We hosted in-person and online and students received an EACC t-shirt that says "Your Future Starts Here." In general, most students wore masks and practiced social distancing.

We have a new "Chat" feature on the EACC website monitored by an actual person to answer questions. We are still working on how to monitor and what the standard responses will be. This is a great new feature to improve communication.

I am pleased to report that we have three Career Coaches this year, located in Brinkley, Lee, and Augusta, and we hope to have a fourth soon. Career Coaches are embedded in the high schools and help students with career planning, placement, and college readiness.

The Association of Community College Trustees (ACCT) Leadership meeting is planned for October 13-16<sup>th</sup> in San Diego. If anyone is interested in attending, please let us know so that we can get arrangements made.

We have several employee events scheduled for this year. Many are planned for outdoor spaces so that we can come together but still social distance. For example, on Monday, we will have a cookout to welcome new employees, and on Saturday, October 23<sup>rd</sup>, we will have a family fish fry.

Niki Jones reported on the upcoming Fine Art Center season. She noted that renewals are going on now and new subscriptions will begin Monday.

**IX. EXECUTIVE SESSION –None**

**X. ADJOURNMENT**

With no further business, Mr. Hodges made a motion to adjourn and Mr. Curtis seconded the motion. The meeting adjourned at 6:39<sup>PM</sup>.

Approved:

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Brent Howton, Chair  
EACC, Board of Trustees

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Date