

**I. CALL TO ORDER:**

The Board of Trustees meeting was called to order at 6:00pm by Mr. Brent Howton.

**II. ROLL CALL:**

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

**OTHERS PRESENT:**

Dr. Cathie Cline, Mr. Robert Summers, Mrs. Lindsay Midkiff, Mr. Tanner McKnight, Mr. James Copeland, Mr. Errin James, Mr. Bill Mathes, Mr. Jack Hill, Mr. Sam Evans, and Mr. Frank Morledge. Minutes were recorded and transcribed by Anne Kelso.

**MEDIA PRESENT:**

Media representation included Miss Katie West representing the Forrest City *Times-Herald* newspaper and Mr. Rick Holt representing the KXJK Radio Station.

Following roll call, Mr. Howton welcomed new board member, Dr. Florine Milligan. She has been appointed by Governor Hutchinson to serve the remainder of Mr. Willie L. Smith's term through December 2022.

Mr. Summer's welcomed everyone to the Transportation Technology Center. He introduced instructors Bill Mathes, Diesel Technology, and Sam Evans, Automotive Service Technology. Each instructor discussed program certifications and demonstrated training equipment acquired with grant funds.

**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 November 11, 2021. Mr. Curtis moved to approve the minutes, and Judge Hudson seconded the motion. The motion carried with no opposition.

**IV. OLD BUSINESS:--None**

**V. Special Reports**

**A. Black History Month Report**

James Copeland, Coordinator for Recruitment & Student Activities, reported on Black History Month activities. Activities included a zoom interview with artist, Gregory Nash, several Cultural Café book reviews held in the library, four film documentaries, and a Black History trivia game for students conducted through email with prizes and a drawing for CeCe Winans tickets. The planning committee also collaborated with our Allied Health students to provide Health and Wellness screenings for later this month.

**B. Campus Projects Report**

Dr. Cline reported on plans for renovating the former CRTI building into a Student Welcome Center. Plans are to bid the project this spring. The architects preliminary estimate is \$4.15 million to include renovating the building interior, front and back facades, landscaping, parking lot, and furnishings. This project will be paid for with existing plant funds.

Also, we applied for a grant and received an award notification for the pedestrian connectivity trail which will help tie the campus together. Funds, however, have not yet been distributed. We hope to be able to start on the walkway by the summer. The grant will cover about 80% of this project.

**VI. FINANCIAL REPORT:**

Dr. Cline presented financial reports for the periods ending November 30, 2021, December 31, 2021 and January 31, 2022 to the Board. In compliance with Act 69 (2021), you also have the *Days of Cash on Hand* report. Mrs. Haven moved to accept the financial reports as presented. Dr. Milligan seconded the motion. The motion carried with no opposition.

**VII. New Business**

**A. Budget Adjustments**

Dr. Cline noted that no reportable budget adjustments have been made since the last board meeting. Per policy, only adjustments made outside the original department in which they were budgeted are reported.

**B. Holiday Schedule 2024-2025**

Dr. Cline reported that the state provides eleven holidays per year for its employees. The dates of these holidays are specified; however, institutions of higher education are allowed to either observe the state holiday or schedule equivalent time off at a time other than the holiday. State law provides that if the holiday falls on Saturday, the previous Friday will be observed, and if it falls on Sunday, the following Monday will be observed. I have included the proposed 2024-2025 holiday schedule for your review:

Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Thanksgiving Day	Thursday, November 28, 2024
Christmas Eve	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
New Year's Day	Wednesday, January 1, 2025
Dr. Martin Luther King, Jr. Day	Monday, January 20, 2025
Memorial Day	Monday, May 26, 2025

The schedule above includes eight of the eleven state holidays. The Governor typically proclaims the Friday following the Thanksgiving holiday as an additional holiday. However, if he fails to allow this additional day, the College will still be closed on Friday, November 29th and one (1) day of annual leave will be charged to employees, unless this day is granted by the Board.

Observation of the additional three state holidays, which includes George Washington's birthday, Veterans' Day, and the employee's birthday, are recommended to be taken December 26, 27, and 30. We request that consideration be given to granting the half day of Friday, July 5, as well as Monday, December 23, and Tuesday, December 31, in keeping with past years. We would like to charge 2 days of leave to employees to cover Thursday, January 2, and Friday, January 3, allowing the college to close from December 23 through January 3 and reopen on Monday, January 6. This will allow our holiday to be similar to that of other community colleges in Arkansas.

Judge Hudson moved to approve the holiday schedules as presented, granting the additional days requested, and Mrs. Haven seconded the motion. The motion carried with no opposition.

**C. College Calendar 2024-2025**

Dr. Cline discussed the proposed 2024-2025 college calendar included in the board packet for review. Mr. Lewey moved to approve the college calendar, and Ms. Hudson seconded the motion. The motion passed with no opposition.

**D. Enrollment Report-Spring 2021**

Dr. Cline reported that following the eleventh day enrollment, which is where we take out the no-shows, we have an enrollment figure of 1,006 students, an increase of 16.4% over 881 in Spring 2021, but still 18% below the high in enrollment reached in Spring 2020 of 1,232.

Student Semester Credit Hours (SSCH), which represent the overall number of credit hours in which students enrolled, reached 8,110 as of January 31, as compared to 7,868 in Spring 2021 and 10,735 in Spring 2020 for the same time frame. This is a report and is informational only.

**E. Report on Part-Time Faculty Payroll and Faculty Overloads**

Dr. Cline presented the Spring 2022 part-time faculty payroll and a list of faculty overloads prepared by Mrs. Wilson and Mr. Summers. These items are informational and require no action by the Board.

**F. Resignations/Terminations/Retirements**

Dr. Cline reported that the following individuals are no longer employed with EACC: Alvin Coleman III, Registrar; Camille Clanton, Advisor/Student Success; and Jennifer Maino, Instructor of Medical Professions/CNA. This item is informational only and requires no action by the Board.

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

Dr. Cline reported that the following personnel have been hired or have had a change in duties: Jack Hill, Dean for Vocational, Occupational, and Technical Education; Ronald White, Business & Industry Instructor; Jennifer Thompson, Instructor for Registered Nursing; Terry Davis, Instructor of Medical Professions/CNA; Ronita Watson, Career Coach/Lee County High School O'Hara Davis, Instructor for Commercial Driver Training; Joe Crowder, Security Officer; Jeanette Smith, Administrative Specialist I; and Cathie Pitts,

Instructor of Radiologic Technology; This is an informational item and requires no action by the Board.

**H. Board Expense Reimbursement**

Dr. Cline reported that Section 2 of Act 1211 of 1995 provides that “Every state board may, by a majority vote of the total membership of the board cast during its first regularly scheduled meeting of each calendar year, authorize expense reimbursement for each board member for performing official board duties. The expense reimbursement shall not exceed the rate established for state employees by travel regulations.” Dr. Cline stated that the resolution is the same as in previous years and recommended that the Board adopt the resolution included in the packet. Dr. Milligan moved to adopt this resolution, and Mrs. Haven seconded. The motion carried with no opposition.

**I. Review/Approve Strategic Priorities 2022-2027**

Dr. Cline presented a list of Strategic Priorities for EACC for the years 2022 through 2027. The plan is the result of several months of hard work steered by a planning committee of 24 faculty, staff, and students. The strategic planning committee utilized data collected from surveys of Board of Trustees members, faculty, staff, students and the community. The planning process yielded four strategic priorities:

Strategic Priority 1: Learner Success: *EACC is committed to providing educational and career pathways with support for students from entry to goal completion.*

Strategic Priority 2: Student Experience: *EACC provides a personalized student experience through accessible student services and opportunities for student engagement.*

Strategic Priority 3: Operational Excellence: *EACC is dedicated to an outstanding working and learning environment through excellence in operations, policies, technology, facilities, employees, and leadership.*

Strategic Priority 4: Community and Workforce Engagement: *EACC is the leader in workforce education, economic development, and building regional partnerships.*

Dr. Cline recommended that the Board adopt the presented plan as EACC’s Strategic Priorities. Mrs. Haven moved to adopt the plan, and Mr. Lewey seconded. The motion carried with no opposition.

**J. Approval to Add New Credentials to Degree Programs**

Dr. Cline requested to add Certificates of Proficiency to the following degree programs: General Education; Social Work; Instructional Design; Art; and Welding. The addition of these credentials will not cost the college any additional funding to implement as existing courses and staff will be utilized. Degree plans were included in the packet for review. Dr. Cline noted, that upon Board approval, and approval by the Arkansas Higher Education Coordinating Board, all five credentials will be added to the college catalog and website. Mrs. Haven moved to approve, and Judge Hudson seconded. The motion carried with no opposition.

**K. Receipt/Acceptance of Transportation Alternatives (TAP) Funding**

Dr. Cline reported that EACC has been awarded the Transportation Alternatives Program (TAP) funds from the Arkansas State Highway Commission in the amount of \$163,000. These federal funds will cover a large portion of the cost of the campus connectivity project. Dr. Cline recommended Board approval to accept this award and to authorize the administration to make appropriate expenditures for the

implementation of the project. Judge Hudson moved to accept these funds, and Dr. Milligan seconded. The motion carried with no opposition.

**L. Recommendation for Revision to Board Policy 1-11 (Officers)**

Board policy 1-11 calls for the Board to elect its own officers for one-year terms; however, sometimes the minutes have reflected office terms for two years. Dr. Cline asked for clarification on the board's preference so that policy will be consistent. Following discussion, no changes were made to Board Policy 1-11.

**M. Nominating Committee Report and Election of Officers**

Mr. Howton noted that the nominating committee (Howton, Haven & Curtis) met prior to the Board of Trustees meeting and the committee is recommending that the following slate of officers serve this year: *Brent Howton, Chair; Alan Curtis, Vice Chair; Kevin Lewey, Secretary and Rausch Hodges, Treasurer.* Dr. Milligan moved to approve the recommended slate of board officers and Judge Hudson seconded the motion. The motion passed with no opposition.

**President's Report**

A list of upcoming meetings and events for the Board of Trustees for 2022 was included in the packet. Dr. Cline noted the two commencement ceremonies, one for Nurses' Pinning and Allied Health on Thursday, May 12<sup>th</sup>, and one for all other programs on Friday, May 13<sup>th</sup>. The time for each ceremony is 6PM and board members were invited to participate in either or both ceremonies if possible. She further noted the Golf Tournament and the ACCT Conference coming up in October.

Dr. Cline distributed and discussed a couple of articles regarding EACC training the state's first high school Class A CDL student. Jaquize Green was our pilot student, and we have five more students from two school to participate in this program for the spring.

EACC's Food Pantry continues to grow and do very well. We are now a part of the Food Bank of North East Arkansas (FBNEA). We received a large refrigerator from FBNEA to have fresh foods and healthier options on hand as an additional resource for our students. Since October 2020, we have given out 3,812 grab-n-go bags at a cost of \$3,800. We also give larger bags typically during the holidays. We have dispersed 168 of those. Niki Jones does a great job reaching out to those in need.

**EXECUTIVE SESSION – None**

**ADJOURNMENT**

With no further business to discuss, Mr. Miller made a motion to adjourn. Mr. Curtis seconded the motion. The meeting adjourned at 7:04 p.m.

Approved:



Mr. Brent Howton, Chair  
EACC BOARD OF TRUSTEES

\_\_\_\_\_ Date

