

EAST ARKANSAS COMMUNITY COLLEGE

Official Minutes of the Board of Trustees Meeting—May 19, 2022

EACC Boardroom 6:00PM

I. CALL TO ORDER:

The Board of Trustees meeting was called to order at 6:10PM by Mr. Brent Howton, Chairman. Mr. Brent Howton opened the meeting in prayer.

II. ROLL CALL:

The following board members were in attendance: Mr. Brent Howton, Mrs. Beverly Devazier, Mrs. Jan Haven, Mr. Kevin Lewey, and Judge Ann Hudson. Mr. Alan Curtis, Mr. Rausch Hodges, Mr. Al Miller, and Dr. Florine Milligan were not in attendance.

OTHERS PRESENT:

Dr. Cathie Cline, Mrs. Michelle Wilson, Mr. Tanner McKnight, Mr. Robert Summers, Mrs. Lindsay Midkiff, and Mrs. Lindsi Huffaker. Minutes were recorded by Lindsay Midkiff and later transcribed by Anne Kelso.

MEDIA PRESENT:

Media representation included Ms. Katie West representing the Forrest City *Times-Herald* newspaper.

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 February 10, 2022. Mr. Lewey moved to approve the minutes as presented. Ms. Hudson seconded the motion. Motion carried with no opposition.

IV. OLD BUSINESS:

A. Status of Current Projects

Dr. Cline reported that six bids were received and the low bid of \$4.257M went to Construction Network Inc. (CNI) out of Jonesboro and they will begin work next week. They have 365 days to complete this project. All expenses can be covered by existing funds. We also hope to begin the connectivity trail this summer that will tie the campus together. This project is funded primarily through a TAPS grant from the Arkansas Department of Transportation.

V. Financial Reports:

Financial reports for periods ending February 28, 2022, March 31, 2022 and April 30, 2022 were presented to the Board by Dr. Cline, as well as the “Days of Cash on Hand” report. Mrs. Haven moved to accept the financial reports, and Ms. Hudson seconded the motion. The motion passed with no opposition.

VI. New Business

A. Budget Adjustments

No budget adjustments were report. Per policy, only expenditures made outside the original department in which they were budgeted are reported as institutional adjustments.

B. Provisional Positions

Dr. Cline reported that the Board is required to approve, each year, the provisional positions that are normally associated with grants awarded to the college. These positions were outlined in a memorandum from Tanner McKnight. Dr. Cline recommended the Board take action to approve the positions for the 2022-23 fiscal year and to give the administration blanket approval for additional provisional positions that may occur during the year. Dr. Cline noted that these positions must also be approved by ADHE and a committee of the Arkansas State Legislature. Mr. Lewey moved to approve this recommendation. Mrs. Devazier seconded the motion. The motion passed with no opposition.

C. Promotional Items

Dr. Cline reported that state law requires the governing board of an institution to approve funds expended for promotional items. Dr. Cline recommended the approval of up to \$50,000 for promotional items during the 2022-2023 fiscal year. Ms. Hudson made a motion to approve funds for promotional item expenditures. Mrs. Devazier seconded the motion. The motion passed with no opposition.

D. Resignations/Terminations/Retirement

Dr. Cline reported the following individuals who are no longer employed at EACC: Samantha Sharp, Dean of Student Services; Vicki Williams, Business Instructor; and Dave Hodges, Instructor of Drafting and Design. We wish them well in their future endeavors. This report is informational and requires no official action by the Board.

E. New Hires/Changes in Duties

Dr. Cline reported that the following employees have been hired or have had a change in duties at the College since the last board meeting: Robert Summers, Vice President for Economic and Workforce Development; Michelle Wilson, Interim Vice President for Academic Affairs; Adam O'Neal, Dean of Student Services; Jenna Hayes, Administrative Specialist II/Receptionist; Jenna Hayes, Registrar; Mallory Adams, Director of Practical Nursing/Instructor; Boone Brown, HPR Instructor; Angela Wilborn, Cosmetology Instructor; Darlene Young, Admissions and Retention Counselor; Jeanette Smith, Administrative Specialist II/Receptionist; Katrina Brown, Administrative Specialist I/Student Support Services; and Keaton Fincher, EMT/Paramedic Lead Instructor. This report is informational only and requires no official action by the Board.

F. Receipt/Acceptance of Arkansas Division of Workforce Services Grants

Information was included on the following grants awarded by the Arkansas Division of Workforce Services, Adult Education Section for the 2022-23 program year:

Adult Basic Education (ABE)	\$189,126.27
General Adult Education (GAE)	\$ 67,548.13
Adult Education Direct & Equitable (D&E)	\$ 77,259.42
Adult Education Special Projects Grant (SNAP)	\$ 23,500.00
Adult Education Special Projects (TANF)	\$227,760.77
Adult Education Literacy (D&E)	\$ 16,842.50
<u>Literacy Council of St. Francis County</u>	<u>\$ 8,000.00</u>
	\$610,037.09

Additionally, we received funds for special projects awarded for the current (FY22) budget which include:

Adult Education Federal Funds-Technology	\$25,610.65
<u>Adult Education State Funds-Technology</u>	<u>\$ 5,846.17</u>
	\$31,456.82

Dr. Cline recommended that the Board approve these award notifications in the total amount of \$641,493.91 and to authorize the administration to make appropriate expenditures as outlined in the budget. Mrs. Haven moved to approve, and Ms. Hudson seconded. The motion carried with no opposition.

G. Receipt/Acceptance of ADH Trauma Sustaining Grant

Dr. Cline stated that EACC received an award notification from the Arkansas Department of Health-Trauma Section in the amount of \$6,233.00 for the 2022-23 budget period. Funds from this grant will be used to purchase equipment to assist with Intubation Training, as well as other trauma-related equipment needs for paramedic classes. These funds will also support spring semester scholarships and course books for paramedic program students. Mrs. Haven moved to accept this award and to approve expenditures according to their intended purpose. Ms. Hudson seconded the motion. The motion carried with no opposition.

H. Receipt/Acceptance of Arkansas Career Coach Grant

Dr. Cline reported that we have gone from one career coach to four and so our grant funds have increased to \$134,189.00 for the 2022-23 academic year. Dr. Cline asked for board approval of these funds and to authorize the administration to make appropriate expenditures associated with this program. Ms. Hudson moved to approve, and Mrs. Devazier seconded. The motion carried with no opposition.

I. Approval of 2022-2023 Budget and Salary Schedule

Included in board materials is a copy of the proposed East Arkansas Community College budget for fiscal year 2022-2023 (FY 23). In the income portion of the proposed budget, you will notice unrestricted income set at \$13,913,308, an increase of \$626,167 over last year. This increase is largely due to the College's increase in its productivity index, which determines how state revenues are distributed in the higher education productivity funding formula.

Restricted grants, contracts, and gifts total \$4,878,804, and auxiliary enterprises are projected to generate \$640,653, resulting in total expected revenues of \$19,432,765. This is a decrease from the \$20,142,789 in total budgeted revenues last year (FY22). This is because we are not expecting any additional Higher Education Relief and Recovery Funds (HERRF). For comparison's sake, total budgeted revenues for FY 20 (pre-COVID) were \$18,877,634; for FY 21 - \$18,117,078; for FY 22 (HERRF) - \$20,142,789; and for FY 23 (the upcoming fiscal year) - \$19,432,765.

For the 2022-2023 fiscal year, the proposed budget includes no change in tuition, but does include a technology fee increase of \$3 per credit hour (from \$6 to \$9). This fee is charged to all students. In addition, the building use fee, which is charged only to classes held in a classroom, has a proposed increase of \$15 to \$18 per credit hour. Fee increases for allied health and commercial driver training are included in the proposed budget to help offset the rising cost of these programs.

The budget proposes a 2.8% cost of living adjustment (COLA) for all staff. If approved by the Board, the COLA must subsequently be approved by the Arkansas Division of Higher Education and the Arkansas Legislative Council during the Performance Evaluation and Expenditure Review (PEER) held in June. In an effort to retain qualified employees, this budget also proposes a merit raise of 2.8% to be given in December if revenues are as projected. The merit raise will be based on an employee's FY 22 salary and will only be available to staff who have been employed by EACC or an OPM-recognized state agency for at least one year as of July 1, 2021, and who earned a satisfactory or greater on their annual evaluation.

The budget also includes a \$1,200 increase to the faculty salary scale for 9- and 10-month faculty, and an additional \$700 one-time merit bonus to be awarded to those faculty in December, revenues permitting. The merit bonus will be given per state regulations as noted above. Overall, on average, faculty salary increases will be equal to staff increases. However, because 9- and 10-month faculty are on a sliding scale, their individual salary increases range from 4.15% to 6.83%.

The total investment in salaries from institutional funds is only budgeted to increase by 0.56%, or \$31,931, compared to institutionally funded salaries in FY 22. Salary savings

were achieved by restructuring the organization in a more efficient manner that allowed us to eliminate some positions or offset salaries with grant funds.

I recommend the Board approve the 2022-23 budget as presented. Mrs. Haven moved to approve the budget and salary schedule as presented, and Mr. Lewey seconded. The motion carried with no opposition.

J. Summer Schedule

Dr. Cline reported that following several “listening sessions” employees voiced concern about the cost of gas and asked about a 4-day operations schedule for the summer. Many of Arkansas’ 2-year colleges work four 10-hour days in the summer and close on Fridays. Subsequently, an employee poll was taken and discussions were held with departments and department heads. Therefore, I am proposing to the board a 4-day workweek as a one-time pilot. If approved, the schedule will begin May 31st through August 12th.

Specifically, we are requesting:

- The official College hours of operation will be 7:30am to 5:30pm, Monday through Thursday, with offices officially closed on Fridays.
- Employees will have two options for work schedules, subject to supervisor approval: 7:30am to 5:30pm or 8:00am to 6:00pm. However, all offices providing services to students and the public will be open from 7:30am to 5:30pm, Monday through Thursday. Employees will have a half-hour lunch period.
- Classes or events scheduled for Fridays, in the evening, or on the weekend will continue. We are a diverse college that operates many events and classes outside of normal business hours. This will continue to be the case. Departments with special needs, such as maintenance, will continue to work as best suits those special job responsibilities.

If the board approves this one-time pilot, we will reassess in August to determine if this is something we want to request from the board in the future. Mrs. Haven moved to approve this request, and Mrs. Devazier seconded. The motion carried with no opposition.

K. Discuss/Approve Slate of Foundation Board of Directors

Mr. Howton reported that the nominating committee recommends the following slate of directors for the EACC Foundation Board for 2022-2023:

Ann Hudson	Larry Freeman
Margie Cannon	Megan O’Neal
Leroy Dangeau	Steve Hollowell
Anna Howton	Dale Morris
Susan DeRossitt	Joe Perry

Pierre Evans
Jan Haven
Beverly Devazier

Chris Morledge
Claudette Walker

Ex-Officio Members:

Brent Howton, Chairman-Board of Trustees
Cathie Cline, President
Niki Jones, Director of Development

Dr. Cline noted, upon approval, these directors will serve a one-year term beginning July 1, 2022 and will hold their first meeting in July to elect officers. Mr. Lewey made a motion to approve this slate of officers and Mrs. Haven seconded the motion. The motion carried with no opposition.

VI. President's Report

Dr. Cline noted that EACC has received several awards including the Innovative Approach to Tourism award from Arkansas Delta Byways; the Innovative Community Development award for our CDL training program for high school students; and our Adult Education Most Improved Award. Also, our students attended the Skills USA competition in Hot Springs. Conner Blackwell of Wynne, Logan Hess with Wynne High School, Dalton Fleetwood with Palestine-Wheatley High School, Scott Deere, Devin Wright, and Zane Goff all earned medals. Conner Blackwell will go on to compete in nationals.

This year's Distinguished Teaching Award was presented to Kevin Brown, Instructor for Major Appliance Repair, and Shannon Bridges received the Outstanding Staff Award. Also, we awarded our first Emeritus Awards this year and they include Clyde Rodgers, Harold Souheaver, Debbie Hill, and Michelle Wilson.

Dr. Cline has been appointed to two leadership groups, the first is to serve on the board for ARE-ON which provides broadband to higher education and healthcare institutions in Arkansas. Ed Adams encouraged Dr. Cline to accept this position. He noted that being a smaller school from the Delta, we will have a completely different perspective, and this will give us a voice in the operation and planning of the state's computing network and will be beneficial in the designation and services of future infrastructure that could impact educational experiences and our population. Secondly, Dr. Cline has been appointed to the Arkansas Community College's Workforce Taskforce to plan for improvements in workforce education. We have already begun drafting priorities to be addressed in upcoming 2022-23 legislative sessions.

We received our productivity data for the 2024 fiscal year, and at this time, I expect our score to be up 8.4% which is a significant increase. I am very proud of that. We won't know how that translates into dollars until later this summer because how it translates into dollars depends on how other schools do as well. I am very proud of us and this is a fourth year of increases.

Lastly, our Golf Tournament Sponsorships are going well. If anyone wants to sponsor a hole or knows of someone we should call on, please let us know. This is our main fundraiser for the Foundation.

Mr. Howton noted the annual board training. Dr. Cline gave options including the Association of Community College Trustees annual meeting in New York, a one-day training on June 2nd at Black River Technical College, or a board retreat in which Dr. Cline provides the training. Dr. Cline encouraged board members to attend at least one of these training opportunities.

EXECUTIVE SESSION:

Mr. Howton called for an Executive Session to discuss a personnel matter at 6:40^{PM}. The board meeting reconvened at 7:05^{PM}. Mrs. Haven moved to extend Dr. Cline’s contract for an additional year on the existing contract, and to set her salary within the upper one-third of the presidents and chancellors of two-year colleges, which is commensurate with her experience. Mr. Lewey seconded the motion and the motion passed with no opposition.

ADJOURNMENT

With no further business to discuss, Mr. Lewey moved to adjourn. Mrs. Haven seconded the motion and the meeting adjourned at 7:07^{PM}.

Approved:

Brent Howton, Vice Chair
EACC Board of Trustees

Date