

**EAST ARKANSAS COMMUNITY COLLEGE**

**OFFICIAL MINUTES OF BOARD OF TRUSTEES**

**Date of Meeting: February 9, 2023**

**Boardroom**

**6:00PM**

**I. CALL TO ORDER:**

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

**II. ROLL CALL:**

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

**OTHERS PRESENT:**

Dr. Cathie Cline, Mrs. Lindsay Midkiff, Dr. Yolanda Cox, Mr. Jack Hill, Dr. Laura Riddle, Mr. Adam O'Neal, and Mr. Mark Wilson. 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.

**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 10, 2022. Mr. Miller moved to approve the minutes, and Mrs. Haven seconded the motion. The motion carried with no opposition.

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

**V. Special Reports**

**A. Black History Month Report**

Lindsay Midkiff reported on Black History Month activities. Activities were coordinated through Student Activities and our Diversity and Inclusion Committee. A list of activities was distributed to the board. The African-American Heritage Tour will include visiting the Slave Haven Museum and the W.C. Handy Museum on February 24<sup>th</sup>.

**B. Campus Projects Report**

Dr. Cline reported that contractors have encountered several structural issues with the building, which is causing some delays. She continues to work with the architects to keep costs down and still have a top-notch facility. Pictures of the progress were included in the packet. We hope to have the Connectivity Trail completed about the same time as our Welcome Center and to have a grand-opening in June.

As you will recall, we received grant funds to work on plumbing and mold issues at the 1326 E. Broadway property. The property has been vacated and work has begun. We will

also need to fix bathroom floors, molded cabinetry, and add better HVAC to help decrease mold growth. While we are not able to fund everything advised by the mold and asbestos firm, we are definitely working to make it safe and healthy and to preserve it for the future.

We have begun work on a comprehensive signage plan. Plans call for labeling each entrance, for example, North, Main, South, and also labeling buildings in a consistent font. We also plan to add 13 way-finding signs to make it easier to navigate campus. Draft designs were included in the packet for review.

The cold weather over Christmas caused some significant damage to the cosmetology and allied health buildings, as well as the art room. Some damage will be covered by insurance, and some will not.

Dr. Cline also noted the top of the clock tower appears to be leaning. We have had someone to come and inspect it. The structural portion is fine, however, there is an insert piece that slid out of place and we are working to get that fixed. This is a report an no action is required by the Board.

**VI. FINANCIAL REPORT:**

Dr. Cline presented financial reports for the periods ending November 30, 2022, December 31, 2022 and January 31, 2023. 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 2025-2026**

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. I have included the proposed 2025-2026 holiday schedule for your review:

Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Thanksgiving Day	Thursday, November 28, 2025
Christmas Eve	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025
New Year's Day	Thursday, January 1, 2026
Dr. Martin Luther King, Jr. Day	Monday, January 19, 2026
Memorial Day	Monday, May 25, 2026

The schedule includes eight of the eleven state holidays. The Governor typically proclaims the Friday following the Thanksgiving holiday as an additional holiday. However, if she 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, 29, and 30. We request that consideration be given to granting Wednesday, December 31, and Friday, January 2, in keeping with past years, allowing us to be closed from Wednesday, December 24, through Friday, January 2. The holiday schedule is included in the college calendar; therefore, the dates included in the college calendar will be inclusive of the holidays presented to the Board for approval. Judge Hudson moved to approve the holiday schedule as presented, and Mr. Lewey seconded the motion. The motion carried with no opposition.

**C. College Calendar 2025-2026**

Dr. Cline discussed the proposed 2025-2026 college calendar included in the board packet for review. In addition, we realized that the schedules for the Commercial Driver's License and Licensed Practical Nurse programs had been left off previous years' calendars. These are required for financial aid purposes in addition to student information. Dr. Cline asked the board to approve these revisions as well. Dr. Milligan moved to approve the 2025-2026 college calendar and the noted revisions to previous calendars, and Mrs. Haven seconded the motion. The motion passed with no opposition.

**D. Enrollment Report-Spring 2023**

Dr. Cline reported, as of January 30, spring 2023 had a preliminary enrollment figure of 1,177 students compared to spring 2022, which had a preliminary enrollment of 1,000 students, an increase of 17.70%. Preliminary Student Semester Credit Hours (SSCH), which represent the overall number of credit hours in which students enrolled, were 8,587 compared to spring 2022 SSCH of 7,900, an increase of 8.7%.

These enrollment figures include 516 high school students compared to 357 high school students at the same time last year, an increase of 159 students or 44.5%. The large increase in high school enrollment helps explain why SSCH did not increase as much as headcount. The increase in high school enrollment is a trend that is typical of community colleges in Arkansas and nationwide. We are so proud of Christine Williams and Tobey Nichols who oversee the Secondary Career Center and Concurrent Credit programs. They have worked incredibly hard to recruit students while accommodating the multiple different high school schedules. To take advantage of this increase, we have restructured to place high school programs in the same department as recruitment in order to facilitate student matriculation to EACC. This is a report and requires no action by the Board.

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

Dr. Cline presented the Spring 2023 part-time faculty payroll and a list of faculty overloads prepared by Dr. Cox. 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: Tanner McKnight, Vice President for Finance/CFO; Allen Grommet, Blackboard Administrator/Math-Science Instructor; Angela Jones, Institutional Services Assistant; Ronita Watson, Career Coach LCHS; Dr. Terri Moody, Director of Nursing; Katrina Brown, SSS Administrative Specialist I; and Kimberly Rodgers, Maintenance Assistant; 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: David Baldwin, Fiscal Support Supervisor; Jenny Baskins, Medical Professions Instructor; Krista Anthony, EMT/Paramedic Instructor; Dorothy Staten, SSS Administrative Specialist I; Christine Williams, Interim MedPro Program Coordinator; Hanna Morris, Interim Radiologic Technology Program Coordinator; Tiffanie Goff, Interim RN Program Coordinator; David Harris, Diesel Technology Instructor; Mark Wilson, Director of Campus Safety and Operations; and Cager Chapman, Commercial Driver Training Instructor. 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 following resolution:

*BE IT RESOLVED that the Board of Trustees of East Arkansas Community College authorizes its members to be reimbursed as provided by state law and regulations during the 2023 calendar year for all official travel entailed in their duties including, but not limited to, attendance at regular or called meetings, conferences, conventions, in-service activities, or other official duties.*

*BE IT FURTHER RESOLVED that the administration of the college be authorized to make a written request to the Office of Accounting on behalf of Board members to allow the maximum for lodging to be exceeded as outlined by state regulations.*

Dr. Milligan moved to adopt this resolution, and Mr. Curtis seconded. The motion carried with no opposition.

**I. Receipt/Acceptance of the Perkins Grant Award for 2022-23**

Dr. Cline reported that EACC 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 \$92,880 for the period of July 1, 2022 through June 30, 2023.

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. Mrs. Haven moved to accept, and Ms. Hudson seconded. The motion carried with no opposition.

**J. Approval to Add Credentials/Change Program Inventory**

Dr. Cline requested addition of the following credentials to EACC's approved programs:

Certificate of Proficiency—Art as a Small Business  
Certificate of Proficiency—Patient Care

These certificates have been developed in consultation with the Arkansas Division of Higher Education and after reviewing student enrollment and employment trends.

Following a program viability review by ADHE, the Arkansas Higher Education Coordinating Board requested program deletions for inactive programs that had not met certain viability standards. Some of these programs include out of date technology (CISCO) or have been replaced by newer versions.

AAS—Advanced Manufacturing Technology  
AAS—Applied Engineering Technology  
AAS—Computer Information Systems  
AAS—Drafting & Design  
AAS—Environmental Health & Safety Technology  
AAS—Occupational Therapy  
CP—Business Systems Networking: CISCO  
CP—Geographic Information Systems  
CP—Microcomputer Maintenance/Repair  
TC—Advanced Manufacturing Technology  
TC—Business Systems Networking: CISCO  
TC—Engineering Design Technology  
TC—Environmental Health & Safety Technology  
TC—Geographic Information Systems  
TC—Microcomputer Maintenance/Repair  
TC—Word Processing/Desktop Publishing

Dr. Milligan moved to approve, and Mrs. Haven seconded. The motion carried with no opposition.

**K. Campus Mascot**

Dr. Cline noted that the Board has never officially adopted a mascot, although some may remember the jaguar was used as a mascot by the college 30-40 years ago. After discussions with students and working with an employee committee, a short list of possible mascots were generated. The mascot will be used for intramural sports and as a rally point for campus pride.

Lindsay Midkiff revealed graphic designs for 3 different mascots, including examples of how each could be incorporated for different purposes. Our plan

is to unveil one a day beginning next week in order to generate excitement. The *Times-Herald* has agreed to include each day's mascot in the paper as we unveil them to campus. We will collect community input and campus input, with student input weighing most heavily in what we recommend to the Board.

Mrs. Haven made a motion granting permission to announce the mascot chosen by the campus community and permission to use it as needed until the Board can officially endorse and adopt it at the May board meeting. Dr. Milligan seconded. The motion passed with no opposition.

**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. Mr. Curtis stated that the committee is recommending that the same slate of officers continue to serve this year: *Brent Howton, Chair; Alan Curtis, Vice Chair; Kevin Lewey, Secretary and Rausch Hodges, Treasurer*. Mr. Miller moved to approve the recommended slate of board officers and Ms. Hudson seconded the motion. The motion passed with no opposition.

**President's Report**

Dr. Cline noted that we have a new governor and legislative meetings are underway. She was invited to attend a meeting in Helena with Governor Sarah Huckabee Sanders, Secretary of Education James Oliva, and five senators who are on the education committee. They toured an elementary school and then the governor met with educators at the district office.

In Little Rock, we are having bi-weekly meetings. Other meetings have included the Literacy luncheon and the Adult Education luncheon that support programs that we have. I am glad to attend these events as well.

Lindsay Midkiff and I attended ACCT's National Legislative Summit in Washington, D.C. I felt like it was good news for community colleges. Featured speakers included the Secretary of Agriculture and the Secretary of Transportation. This trip also included legislative meetings. We were able to highlight what we do and express our support for our legislators and build relationships.

Dr. Cline serves on a committee of five working to recommend a way to incorporate employment outcomes into the funding formula. We continue to work with data and getting the two-year college presidents and chancellors onboard. We welcome the opportunity to provide input.

Dr. Cline also serve on the Board of Examiners for the 2023 Governor's Quality Award. This is part of the Malcolm Baldrige Quality Award system.

Jack Hill, Dean for Vocational, Occupational, and Technical Education, has been working with Roach Manufacturing, a company in Truman that was having trouble getting their product out because they did not have enough CDL drivers. We found a used mobile classroom, and we will begin CDL training on Monday. The Truman mayor and Chamber of Commerce are excited and want to have a ribbon cutting ceremony soon.

We have also started a 4-week CDL evening class that is for automatic only, so it is restricted, but working people will have an opportunity to take this class. Last year we started training high school students in CDL, and we still have some participating in that. This year we have high school students getting their EMT Basics, and they are coming two nights a week for four hours. Our EMT program is embedded in our Paramedic program, so this not only helps students graduate with a good career, but also puts them on a career path to grow and earn better wages.

We also have a joint program with Forrest City High School in Heavy Equipment Operation. The school district provides the equipment, and EACC provides the instruction. In addition, the high school LPN program begins in the fall. We are one of two schools offering this at this time. They start as Med-Pro as juniors and then the top students get to go into the LPN program. This is a full LPN, so they will have to attend evenings and clinicals.

Also, we have been able to resumed Diesel Technology instruction at the prison, and we hope to phase in HVAC soon. We have been invited to speak at their community breakfast in March.

Welcome Center Capital Campaign brochures were distributed with information on tax-deductible donations and naming opportunities.

**EXECUTIVE SESSION** – None

**ADJOURNMENT**

With no further business to discuss, Mr. Curtis made a motion to adjourn. Mr. Miller seconded the motion. The meeting adjourned at 6:51 p.m.

Approved:

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Mr. Brent Howton, Chair  
EACC BOARD OF TRUSTEES

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Date