

EAST ARKANSAS COMMUNITY COLLEGE

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES EACC Welcome Center 6PM

Date of Meeting: November 9, 2023

I. CALL TO ORDER:

The Board of Trustees meeting was called to order at 6:00PM by Mr. Brent Howton, Chair, and he opened the meeting with prayer.

II. ROLL CALL:

The following Board members were present: Mr. Alan Curtis, Mrs. Beverly Devasier, Mr. Rausch Hodges, Mrs. Jan Haven, Mr. Brent Howton, Judge Ann Hudson, Mr. Kevin Lewey, Dr. Florine Milligan, and Mr. Al Miller.

OTHERS PRESENT:

Dr. Cathie Cline, Mrs. Lindsay Midkiff, Mr. Jack Hill, Mr. Adam O'Neal, Mr. Jim Huff, Mr. Mark Wilson, Mrs. Lindsi Huffaker, and Mr. Cody Jackson, Security. Minutes were recorded and transcribed by Anne Kelso.

MEDIA PRESENT:

Members of the media in attendance included Mrs. Tamara Johnson 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 meetings held on August 10, 2023 and August 31, 2023. Ms. Hudson moved to approve the minutes. Mr. Hodges seconded the motion. Motion passed with no opposition.

IV. OLD BUSINESS: None

V. SPECIAL REPORTS

A. Status of Campus Projects

Dr. Cline noted that we have signed off on a Certificate of Substantial Completion for the Welcome Center. We have a year to continue to require the contractor fix any issues that we discover, and have a retainage fee of \$111,000 set aside until the year is complete.

A capital campaign is well underway, with major sponsorships received for the Café, the Bookstore, the Business and Industry Training Room, and Student Focus rooms from First National Bank of Eastern Arkansas, Jim and Susan DeRossitt, Farm Bureau, and the children of the late Betty Claire Morledge. Brochures for additional naming opportunities were distributed.

We have received several donations to begin our Circle of Donors Wall, recognizing those individuals and groups. We have also ordered a bronze dedication plaque commemorating the building's original construction and renovation, and recognizing the EACC Foundation for its contribution. A dedication ceremony for the building and the named spaces will be scheduled at a future date.

We have begun work on the out-of-scope areas of the Welcome Center, including the renovation of the hallways, four classrooms, and a community room. As part of this work, we have determined that moving the library resources to the Welcome Center will be the best strategy to increase student usage, and work is under way to combine two classrooms to accommodate library resources and renovate a third.

The Allied Health faculty and staff have outgrown existing office buildings on campus, and have moved into the Betty Jo Hodges Building. This will also allow them to house Allied Health research materials for easier student access. The Business Office staff long-ago outgrew their office building, which is one of the smallest on campus. They will soon begin moving into office building 6, vacated by Allied Health, providing them with much needed space and the ability to better secure records.

We received authority to advertise for bids for the Connectivity Trail on October 26, and are working with engineers to complete the documentation necessary to execute this process.

Work on the property at 1326 E. Broadway, including asbestos and mold abatement, HVAC, venting, painting, and updated plumbing is complete. We are proud of the work it has taken to preserve this beautiful historic property for the future. This is a report and requires no action by the Board.

B. Campus Activities & Achievements

Lindsay Midkiff, Lindsi Huffaker, and Adam O'Neal presented a pictorial slideshow on various campus activities and student achievements.

Lindsi Midkiff reported on the grand opening events held in September for the new Welcome Center. She noted the overwhelming community support that was received. The Fine Arts Center season was highlighted noting that package sales increased by 11%, with 68% purchasing tickets for all five shows. Other events included the School Series, the St. Francis County Fair booth, Trunk or Treat at Village Creek with a record attendance of 8,100 people, the health fair at Boar's Head, and Foundation Scholarship Award recipients.

Adam O'Neal discussed how feedback from students led to changes in this year's New Student Orientation. Information was more student centered and instructors attended to give information and answer questions about their programs. In place of Fallfest, we now call it Dragonfest week, which included breast cancer awareness activities, a block party with food, music, and games hosted by Baptist Collegiate Ministries (BCM). There

was also a Student Resource Fair Scavenger Hunt which helps our students become familiar with our campus services and employees. Completers received a free combo meal from the Cafe. We hosted a job fair and area high school tours which included a video game trailer to help engage students, as well as a program fair. The Welcome Center has become a great recruitment tool. We have noted increased traffic from students and the community with café specials such as Nacho Day and the Veteran’s Day special—free coffee or a fountain drink. Our dragon merchandise from the bookstore continues to be very popular and we are seeing it throughout the community, not just on campus.

Lindi Huffaker noted tremendous participation from our faculty and staff as we continue building our wellness program. The Campus Culture & Communications Committee has partnered with the SHARE Project, a grant that supports rural communities through the availability of health screenings at no cost to EACC or employees. Those who take advantage of these services receive fun promotional items and are entered into a drawing for grand prizes donated by the SHARE project. We also received a secondary grant to purchase AED cabinets and equipment, and bicycle racks for those who may want to ride a bike to campus. In October, we hosted our annual flu shot clinic. We also had a little fun with a pumpkin carving contest and a costume contest to create a sense of community and engagement to better serve our students.

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. Ms. Hudson moved to accept the Legislative Audit Report, and Ms. Haven seconded. The motion carried with no opposition.

B. Financial Reports: Statements ending August 31 and September 30, Days of Cash-on-Hand, Budget Adjustments, and FY23 End-of-Year Financial Report

Financial statements for the months ending August 31 and September 30 were included in the packet for review. Dr. Cline noted that the October report is pending due to a delay in state appropriation reimbursement and reimbursement from grant funding. Other reports include the “Days of Cash on Hand” and the End of Year final report. Dr. Cline noted that per Mr. Huff’s memo, there were no reportable budget adjustments made since the last meeting of the Board of Trustees. According to board policy, only adjustments made outside the original department in which they were budgeted are reported. One other thing to note is that we increased our capital assets by renovating this building without overtaxing our cash assets. This is not a bonded building and we did not borrow money. She further noted that EACC has the second highest DCOH in the state. Dr. Milligan moved to approve these reports, and Mr. Lewey seconded. The motion carried with no opposition.

VII. NEW BUSINESS

A. Open Enrollment for Insurance Benefits

Dr. Cline reported that open enrollment for employee benefits is underway this month. Benefit books were distributed. Health insurance premiums did increase this year following two years of no rate increases. The new proposed rates were included in the packet. Dr. Cline noted that this proposal splits the overall cost of the rate increases between the employees and the College. Out-of-pocket expenses that employees pay will remain the same for the coming year and there were no other changes to insurance coverage. The range of options that we have proposed complies with Board Policy 3-8. Mr. Hodges moved to approve the insurance benefits as discussed, and Mr. Curtis seconded. The motion carried with no opposition.

B. Fall Enrollment Report

Dr. Cline reported that Fall enrollment has increased for the 3rd year in a row. Fall 2023 enrollment increased 6.2% over last fall from an unduplicated headcount of 1,182 to 1,255. EACC's one-year growth is 2.2% higher than the state average of 4.0% for Arkansas two-year colleges, and EACC has the 3rd highest 5-year growth among other two-year colleges in the state.

We are proud that we are enjoying three years of increases. Our high school programs continue to show growth, reaching a peak enrollment in both the concurrent credit program and the secondary career center this fall. We are working on increasing our matriculation rate from these programs so that regular college enrollment can continue to grow and/or sustain.

We have recently seen an increase in requests from communities outside of St. Francis and Cross to add an EACC center in their area (Trumann and Marianna). I think this shows our reputation as a quality education and training provider is spreading statewide.

EACC's RN program's first time NCLEX exam pass rate for 2023 is officially 100%, and our PN program ended the 2023 NCLEX year with a 94.4% pass rate for first-time test takers. Dean of Allied Health Mallory Adams and her staff are to be congratulated on this extremely significant achievement. Our welding program is at capacity, having doubled in the last 5 years, and is in need of expansion, and our Diesel Technology program continues to be one of the top in the nation in the Daimler-Chrysler Get Ahead Program. I am appreciative of our Dean of Career and Technical Education Christine Williams for her efforts to provide quality programs. This report is informational only.

C. Fall Part-Time Payroll Report

Dr. Cline presented the Fall 2023 part-time faculty payroll prepared by Mr. Jack Hill. This is a report and does not require action by the Board.

D. Resignations/Terminations/Retirements

Dr. Cline reported that since the last board meeting, the following individuals are no longer employed with EACC: Dawn Copeland, Career Coach; Steve Nesbitt, Maintenance Assistant; Travis Dirlle, Math Instructor; and Dr. Laura Riddle, Dean for General Education. This is an informational item and requires no action by the Board.

E. 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: Dace Lee, Adult Education Paraprofessional, Marketing, Recruiting, TANF Coordinator; Emilee Rodgers, Bookstore Manager; Jessica Pettus, LPN Instructor/High School; Armoni Johnson, College Success Coach; T'laisa Hunt, Administrative Specialist/Early College and Career; Janice Todd, Adult Education Paraprofessional/Recruitment/SNAP Coordinator; and Angie Cross, Simulation Instructor. This is an informational item and requires no action by the Board.

F. Approval to Add New Credentials to Degree Programs

Dr. Cline noted that she is requesting approval from the Board of Trustees for the addition of the following credentials to EACC's program inventory:

- Certificate of Proficiency in Agricultural Equipment Maintenance Technology
- Certificate of Proficiency in Accounting
- Certificate of Proficiency in Economics
- Certificate of Proficiency in Commercial Driver Training (class D or restricted Class A)
- Technical Certificate in Business

Degree plans were included in the packet, and Mr. Jack Hill discussed each credential to be added to inventory. Dr. Milligan made a motion to approve and continue the process through the Arkansas Division of Higher Education, and Mrs. Devazier seconded. The motion carried with no opposition.

G. Receipt/Acceptance of Arkansas Department of Health Trauma Section Grant 2023-2024

Dr. Cline reported that EACC received an award notification from the Arkansas Department of Health-Trauma Section in the amount of \$8,777 for the 2023-2024 budget period. A portion of these funds will be used to purchase equipment needed for EMS classes including a new 12-lead monitor or similar system. Additionally, disposal supplies are needed on a yearly basis. These include trauma bandaging, IV supplies, and an IV arm. The remaining funds will continue to support second semester Paramedic students to assist them with their financial needs. Dr. Milligan moved to accept these funds, and Mr. Hodges seconded. The motion carried with no opposition.

H. Receipt/Acceptance of the Adult Education Special Projects Funds-Workforce Development and Program Expansion for 2023-2024

Dr. Cline reported that the Arkansas Division of Workforce Services, Adult Education Section, has awarded the Adult Education and Literacy Program special project funds for Workforce Development and Program Expansion in the amount of \$24,051.25.

Debbie Feagin, Director of Adult Education and Literacy, was successful in obtaining this grant for the purchase of three 86” Cleartouch Interactive Panels. These panels will be used to create interactive learning experiences while teaching digital literacy skills necessary for these students to succeed in business and industry job settings. Funds will also be used to purchase marketing and recruitment items. Ms. Hudson moved to accept these funds, and Dr. Milligan seconded. The motion carried with no opposition.

I. Board Policy Review Committee Recommendations

The Policy Review Committee, which includes Ann Hudson, Florine Milligan, and Brent Howton met prior to the Board of Trustees meeting in order to review revisions to Board Policy 3-8 proposed by Dr. Cline. These changes were included in the board packet and includes updating the name of the policy from “Hospitalization” to “Health” to more accurately reflect current language describing the coverage provided by the College to its employees. This also includes changing the language “at its cost” to “on a cost-share basis” to more accurately reflect how the cost of coverage is divided. This change is also in anticipation of the future, when it may become no longer financially viable to provide a health-care plan that is entirely free. It is also recommended that we include the notation about family, child(ren), and spousal coverage, since that coverage was approved by the Board several years ago. Dr. Milligan moved to accept the recommended changes to Board Policy 3-8 regarding health insurance. This motion was seconded by Ms. Hudson, and the motion was approved with no opposition.

J. Activation of Nominating Committee for Board Officers

Mr. Howton stated 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

VIII. President’s Report--None

EXECUTIVE SESSION-None

ADJOURNMENT

With no further business to discuss, Mr. Miller made a motion to adjourn. Mrs. Devazier seconded the motion. The meeting adjourned at 6:51PM.

Approved:

Brent Howton, Chairman
EACC Board of Trustees

Date