OFFICIAL MINUTES
SOUTHEAST ARKANSAS COLLEGE
BOARD OF TRUSTEES
2025 Retreat
May 14, 2025
10:30 a.m.
(adjustment to starting time)

BOARD MEMBERS PRESENT:

Shauwn Howell, Chair
Dr. Lamont Davis, Vice Chair
Donna Dial, Secretary
Marc Oudin
Ken Johnson
Rebecca Pittillo
Rob Cheatwood

BOARD MEMBER ABSENT:

None

STAFF MEMBERS PRESENT

Dr. Tyrone Jackson, President
Wanda Grimmett, Executive Assistant to the President, Recorder
Dr. Donna Hunnicutt, Vice President of Instruction
Charles King, Executive Director of College Advancement & Institutional Advancement
Debbie Wallace, Vice President Fiscal Affairs
Lyric Seymore, Dean of Technical Studies
Dr. Jennifer Colvin, Interim Dean of Science and Humanities
Richard Wegner – DPS Chief
Courtney Kline – Interim Dean of Student Services
Beryl Langdon – Housing Director
JoAnn Dupra – Director of Computing Services

GUEST PRESENT:

I.C. Murrell

FIRST SESSION CALLED TO ORDER

Chair Shauwn Howell called the first session of the Retreat to order at 10:49 a.m.

SEARK MASTER PLAN

Dr. Jackson presented the rough draft of the new Master Plan. This will be a 10-year plan. He highlighted the goals outlined in the plan. *(The full plan was provided to the Board in the meeting packet.)*

HLC UPDATE
Dr. Donna Hunnicutt reviewed with the Board and Executive Leadership Team our past approach and the approach we are now using to better align with the HLC criteria and get the college off probation. She informed them the college has begun using Watermark for data collection, stating this will allow us to have on storage place for all data required by HLC. She also provided an overview of both the Mock HLC Visit scheduled for August, and the official visit which will be in November.

COLLEGE DEVELOPMENT AND FOUNDATION UPDATE
Director of College Advancement, Charles King presented the Office of Development and SEARK Foundation Report. *(The full report was provided to the Board in the Retreat packet)* He also informed the Board of the Employee Recognition event held May 2, where employee service awards were presented. The funds for these awards were provided by the Foundation.

Chair Howell adjourned for lunch at 11:36 am.

SECOND SESSION CALLED TO ORDER
The Board reconvened for the second session at 12:12 pm.

POLICIES AND PROCEDURES UPDATE
JoAnn Dupra, Director of Computing Services, presented to the Board the rough draft of the new policies and procedures manual. She reviewed with them the new procedures that will be established for creating and updating policies. She noted the following items will be included:

- Establish a review policy calendar
- Establish ownership of policies
- Establish a uniform numbering system
- Policies will be updated as needed, with a log at the bottom to note when the revision occurred

In response to a question about the employee handbook, she noted it will be reviewed and updated after the policy manual has been approved.

DISCUSSION OF 2026 BOARD RETREAT
Wanda Grimmett presented the Board with recommendations for the 2026 Board Retreat. After discussion, the Board approved holding the retreat at the Capitol Hotel in Little Rock, March 12-13, 2026. One session will be held on Thursday afternoon, with the retreat concluding by 1:00 pm on Friday.

BOARD COMMENTS
Marc Oudin, on behalf of the Board, expressed his appreciation for the extra efforts that Dr. Jackson, the Leadership Team, and other SEARK team members are putting forth to ensure that SEARK stays a strong resource for Southeast Arkansas.
Chair Howell stated he would like to see an increase in concurrent student enrollment.
Chair Howell thanked Dr. Jackson for his leadership of SEARK over the last year.

ADDITIONAL ITEM
Review of the 2026 Fiscal Year Meeting/Event Calendar
Next Board Meeting – Wednesday, July 9, 2025

Adjournment
A motion to adjourn was made by Ken Johnson. Rob Cheatwood seconded the motion. Meeting adjourned by consensus at 2:08 pm.

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Dr. Lamont Davis, Secretary

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Wanda Grimmett, Executive Assistant

*Audio file available upon request