



**Board of Trustees Meeting  
Paragould Site – PAC 128  
August 2, 2018**

Members present: Doug Cox, Ray Noel (via conference call during Executive Session), David Coker, Ruth Ann Ellis, Carolyn Collins, and Danny Moore. Guests: Angela Flippo, Karen Liebhaber, Priscilla Stillwell, Rhonda Stone, and Sheila Taylor. Vickie French was present to record the minutes of the meeting.

**APPROVAL OF MINUTES**

Ruth Ann Ellis moved to approve the minutes of May 3, 2018, as presented, with a second by Danny Moore. Unanimous.

**EXECUTIVE SESSION**

David Coker moved to adjourn into executive session in room ITC105 with a second by Carolyn Collins. Unanimous.

Ruth Ann Ellis moved resume regular session with a second by Carolyn Collins. Unanimous.

**Resignation of Dr. Eric Turner**

Chair Doug Cox stated a unanimous vote was made to accept the resignation of Dr. Eric Turner effective July 31, 2018.

Mr. Cox also announced a Special Board of Trustees Meeting will be held Thursday, August 9, 2018, at 10:00 a.m. at Pocahontas in the BT Conference Center primarily to select and announce an interim president. The Board understands the urgency of naming an interim president, but also has to weigh the importance of naming the best person to lead BRTC while the presidential search criterion is developed. The search for a permanent presidential selection will begin in early 2019. The search committee will include board members, faculty and staff. Plans at this time are to have a permanent president hired by next summer. The board will continue to keep everyone informed as the process moves forward.

**ACADEMIC AFFAIRS: Dr. Sheila Taylor**

**Higher Learning Commission Updates**

Members received a copy of the Assurance Report which was submitted along with the Federal Compliance Report on Wednesday, June 27, 2018. The Assurance Report includes responses regarding the five components of the criterion that needed to be addressed. The report also addresses all 14 deficiencies within the five components. Carolyn Collins expressed, on behalf of the board, thanks to Sissy Gray, Dr. Taylor, Donna Staler, and all involved in preparation of the reports, and the faculty's efforts to comply with what was asked of them. Mrs. Collins also stated that there should be several one-on-one meetings for board members to become well versed with the data. Dr. Taylor will schedule meeting dates and times. Mr. Cox stated he understands it has taken a tremendous amount of work on everybody's part to get to this point, but it also requires follow through and lots of effort from here on. The Board is going to do everything to make sure the site visit goes well – get off probation and move forward.

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Dr. Taylor stated the site visit will occur September 10, 11, and 12. The site team includes:

1. Chair - Dr. Randall P. Fletcher, Vice President of Academic Affairs, Joliet Junior College, Joliet, IL
2. Dr. Jared Cutler, Assistant Provost of Accreditation and Assessment, Sinclair Community College, Dayton, OH
3. Mrs. Jennifer Ann McConville, Associate Dean for Finance, Operations, and Student Services, University of Nebraska – Nebraska College of Technical Agriculture, Curtis, NE
4. Dr. Kristina S. Binard, Associate Vice President for Enrollment Services and Student Support, Front Range Community College, Westminster, CO

Dr. Taylor stated the report will be available on the website and each will be notified when it has been added. While reviewing the information, you will find links that will take you to the evidence that supports the information. There is a password needed to access the links.

To date, we have not received a recommended schedule for the HLC team's visit. More information will be shared as plans are finalized.

Board members requested a summary of the 14 concerns and actions taken to resolve them.

**Faculty Updates**

Faculty will return to campus on August 9th. Classes will begin on Monday, August 20th. Monday, August 13th, will begin inservice week in the RCDC Banquet room beginning at 8:15 a.m. A copy of the inservice agenda will be emailed to each board member.

A search is underway for a fulltime Business faculty member. An adjunct will be selected to cover the Allied Health position in Paragould with expansion of classes for CNA and TOPSS. The Chemistry faculty member search was not successful. These classes will be covered with experienced adjunct faculty and with the help of current chemistry faculty members.

A collaboration with Paragould's Corporate and Community Education has been developed to offer academic pathways for Industrial Maintenance and Welding – we are hopeful this will begin this fall. There are plans to expand by offering other technology programs on the Paragould site beginning 2019.

**Additional Updates**

*Academic Success and Advising Center*

The Academic Success Center has been renamed the Academic Success and Advising Center. Academic Affairs and Enrollment Management have worked together to address the needs of retention, persistence, and completion. This new area will not only offer tutoring every day, but students will have the opportunity to see an advisor, if needed, each day. Mylea White has moved into the center to serve in this capacity. The new name will become effective Spring 2019.

*TOPSS*

This is the final year of the pilot project for TOPSS (Technical Opportunities and Pathways for Secondary Students.) The project has been very successful for high school students and we have been invited to complete an application to become designated as a career and technical center to continue to serve high school students. Rhonda Stone stated the funding per students is approximately \$6,000, with Arkansas Department of Career Education paying a certain amount per student and the high schools are billed for their students.

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*Concurrent Classes*

Along with Pocahontas, Sloan Hendrix, Hoxie, Walnut Ridge, Maynard, Corning, and Marmaduke, concurrent classes may be offered online to Piggott High School beginning this fall. Darendia Kersey is the coordinator for concurrent offerings. Piggott does not have teachers that are certified to teach for us. Students would be monitored while online in the classroom by one of the teachers.

**INSTITUTIONAL ADVANCEMENT: Karen Liebhaber**

*Foundation Strategic Plan*

Mrs. Liebhaber stated the Foundation Strategic Planning Steering Committee is completing the mission, vision, and value statements. Foundation goals are the final step of the process.

*"Growing Strong" Annual Campaign*

The 2018-2019 "Growing Strong" Annual Campaign began July 1, 2018 and runs through June 30, 2019. Mrs. Liebhaber thanked board members and other donors for their support and encouraged their support for the college again this year.

*Holocaust Survivor Series*

BRTC will once again host a member of the Holocaust Survivor traveling speakers on Thursday, November 1<sup>st</sup> at 9:30 a.m. for area school students and at 7:00 p.m. for the public. A second program for school students is November 2<sup>nd</sup> at 9:30 a.m. BRTC is one of the few sites that speakers visit. As details are finalized, more information will be shared.

*Annual Golf Tournament*

Plans are underway for the 25<sup>th</sup> Annual IBERIABANK/BRTC Foundation Golf Tournament scheduled for Friday, September 28<sup>th</sup>, at Rolling Hills Country Club.

*New Member*

Holly Looney has joined the Institutional Advancement team and will be active with the golf tournament, Holocaust Survivor visit, and the REACH sites.

**FINANCE: Rhonda Stone**

**Promotional Items Appropriation and Funds Transfer for FY 18-19**

Motion by Ruth Ann Ellis the Board of Trustees of Black River Technical College authorizes the line item transfer of cash appropriation and monies from operating expenses into a special appropriation line item to be used for the acquisition of promotional items not to exceed \$101,520 for FY19. A second was made by Carolyn Collins. Unanimous.

**Official Legislative Audit Financial Statements as of 6/30/2017**

Motion by David Coker the Board of Trustees of Black River Technical College accepts the audit for fiscal year 2017 as filed with the Legislative Joint Auditing Committee. A second was made by Danny Moore. Unanimous. Each board member received an official copy of the audit from the Arkansas Legislative Joint Auditing Committee. There were no reportable findings.

**Comparison of FY17 to FY18 Operating Budget to Actual**

Detailed information was provided for Operating E & G – Fund 1 budget and actual for the periods ended June 30<sup>th</sup>.

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**Auxiliary Comparative Statement of Revenues and Expenses**

Detailed information was provided for the Auxiliary – Fund 2 highlighting the comparative statement of revenues and expenses for the periods ended June 30<sup>th</sup>.

**Authorized Signers**

Motion by Carolyn Collins the Board of Trustees grants the power of authorized signers for BRTC to the following positions: President, Vice President of Finance, and Board of Trustees Secretary. The motion was seconded by Ruth Ann Ellis. Unanimous. The specific persons will sign the signature cards and banking resolutions as appropriate.

**State Productivity Funding**

Rhonda Stone provided information about the state productivity formula. FY18-19 is a hold harmless year, there will be no change in our funding due to any productivity results. Recommendations for 2019-2020 shows an effect on several institutions. When comparing – 74 percent of the funding goes to universities and 26 percent of the funding goes to the two-year colleges. The forecast, which takes effect in FY19-20, shows BRTC will lose approximately \$61,000. BRTC is not getting the credit for workforce training or our noncredit workforce training, a part of our two-year college mission. Mrs. Stone stated with the enrollment management model in place and access to a retention model with an alert system through Colleague, she is very optimistic. Our role is to do the job that we need to do in order to get students to complete their degrees in a timely manner and to retain those students and to help them with transferring, et. Those are all tools that we are implementing that everyone is excited about.

**Flood Damage**

Mrs. Stone stated the college has received the final insurance check for the flood damage, \$4,566,177.49. The \$100,000 insurance deductible will be covered through FEMA. We are expecting \$101,989.01, but do not know when it will arrive. On a positive note, the deductible was not increased.

**Position Needs**

Mrs. Stone stated that Darrin Burns, IT Director, resigned on July 6<sup>th</sup>. Currently, our former director, Mike Greene, is back on site as a consultant until we can hire a new director.

The accountant that Mrs. Stone hired effective August 1<sup>st</sup> resigned today. She has plans to contact the second person from the top three the selection committee had chosen regarding the position.

**ENROLLMENT MANAGEMENT: Angela Flippo**

**Student Handbook**

Members received an updated student handbook which has been revised and updated to reflect the role of the Dean of Students under the new enrollment management model. The judicial process of how disciplinary action was handled has been updated and the concealed carry laws were addressed.

**Enrollment Update**

Summer I had a 19 percent increase in enrollment and a 22 percent increase in SSCH (Student Semester Credit Hours.) Summer II also had a 19 percent increase in enrollment and a 11 percent increase in SSCH. Pell was awarded the first summer term to 194 students compared to 95 last year and to 136 students Summer I compared to 63 last year. Fall enrollment continues an in an upward trend.

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**Welcome Week**

Student Life is busy planning Welcome Week for students which will be held during the first week of the fall semester. A wide array of events and activities will take place including a campus-wide BBQ at the beginning of the week. Faculty and Staff will be encouraged to attend and interact with the students.

**Career Coaches**

Neal Harwell oversees BRTC's three career coaches which are grant funded. One is in Pocahontas, one splits her time between Piggott and Corning, and this year we were approved for one additional coach which will be at Paragould School.

**OTHER BUSINESS**

**Board Committee Members**

Chair Doug Cox appointment the following to the three committees:

<u>Academic Affairs Committee</u>	<u>Finance/Facilities Committee</u>	<u>Personnel/Compensation Committee</u>
Carolyn Collins	David Coker	Carolyn Collins
Ruth Ann Ellis	Doug Cox	Ruth Ann Ellis
New Board Member	Danny Moore	Ray Noel

**ADJOURNMENT**

Motion by Danny Moore to adjourn at 3:55 p.m. with a second by David Coker. Unanimous.



August 15, 2018

Also attending:

Kimberly Bigger  
Amber Green  
Rickie Gunn  
Neal Harwell  
Lisa Jackson  
Brittany Lawrence  
Regina Moore  
Ruth Schaa  
Steve Shults  
Brandon Smith – Pocahontas Star Herald  
Donna Statler  
Jessica Stout