



**Board of Trustees Meeting
Pocahontas – Gaines Technology Center
November 1, 2018
12:30 p.m.**

Members present: Doug Cox, Ray Noel, David Coker, Ruth Ann Ellis, Carolyn Collins, Danny Moore, Bob Olvey, and Dr. Jan Ziegler. Guests: Karen Liebhaber, Rhonda Stone, and Angie French. Vickie French was present to record the minutes of the meeting.

APPROVAL OF MINUTES

Ray Noel moved to approve the minutes of the Special Board of Trustees Meeting of September 14, 2018; as presented, with a second by David Coker. Unanimous.

PRESIDENT'S REPORT: Dr. Jan Ziegler

HLC Update

Dr. Ziegler stated the HLC Institutional Actions Council hearing for BRTC has been scheduled for Tuesday, December 11, 2018, in Chicago. Attending the hearing will be: Doug Cox, Dr. Jan Ziegler, Dr. Sheila Taylor, and Sissy Gray.

Sissy Gray is coordinating the additional data (no more than 100 pages) to forward the new evidence prior to the hearing that further confirms our progress and the fact we are addressing their concerns.

Expansion of Nursing Program

Ramonda Housh and Tonya Hankins shared information regarding a new pathway for the RN program and a PN Program revision. Because there are a number of committees and affiliations to get approval from, a detailed timeline was shared with board members. Once the final step has been reached, expanding the program to Paragould will be a simple procedure. There was also a recommendation to increase tuition for the nursing students, as other two-year colleges have done. The amount is yet to be determined. Motion by Carolyn Collins to approve the new RN pathway and PN program revision. Second by Ruth Ann Ellis. Unanimous. More information will be shared during the process.

If every step of the process is timely and approved; students will declare their major/ pathway and begin prerequisite courses January 2020, with the first cohort accepted in August 2020.

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Facilities

Dr. Ziegler announced to the Board there is a current need for a new space on the Paragould site for Adult Ed/GED, and she also asked that the board take a brief tour of the Welding building immediately after the meeting.

Productivity Funding

Dr. Ziegler requested the Board select a time for a brief training session on Productivity Funding to be presented by Rhonda Stone. This will be done on Thursday, December 13th, prior to graduation. More information will follow as specifics have been finalized.

Assessment Champions Program

A proposal for the implementation of an Assessment Champions Program was presented.

The proposed program has been designed to achieve the following goals:

- To promote a pervasive, campus-wide culture of assessment through more frequent and targeted professional development and training.
- To decentralize assessment processes and training by involving faculty and staff outside the Office of Assessment & Accountability in assessment oversight.
- To encourage further development of assessment processes and procedures that are sustainable and continuous.

Dr. Randall Fletcher, HLC Site Team Chair, shared with Dr. Ziegler while he detected the beginnings of a culture of assessment at BRTC, this culture is not yet pervasive. He also explained BRTC is currently very reliant on a few employees who oversee assessment instead of having robust processes in place to ensure assessment and data-driven decision – infiltrating the college. To assist in addressing this issue, Dr. Fletcher suggested BRTC consider adopting a model whereby a select number of employees with expertise in assessment assume specific roles and responsibilities related to assessment. Hence, the Assessment Champions Program.

The program will be supervised by the Dean of Assessment and Accountability. There will be six individuals chosen and each will be expected to dedicate an average of five hours per week outside of their regular work schedules to their roles. Each will be awarded a stipend of \$1,000 per academic semester during which they serve in their capacity. There have been four faculty members chosen: 1) Jessica Alphin; 2) Aja Lloyd; 3) Matthew Smith; and 4) Lisa Inman. The additional two positions will be held by Support Unit Assessment Champions from staff members. With approval from their supervisor, he/she may perform these duties within their regular work schedule without additional compensation, or if outside their regular work schedule, eligible for the stipend. To promote a campus-wide culture of assessment, a faculty or staff member may serve no more than four consecutive semesters as an Assessment Champion. Motion by Ray Noel the Board of Trustees adopts the Assessment Champions Program as presented with a second by Ruth Ann Ellis. Unanimous.

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Shared Governance Initiative

Sissy Gray shared a PowerPoint presentation highlighting the models of Shared Governance Initiatives designed by members of the committee. This model will be piloted in the Spring 2019 semester.

There were two proposed shared governance structures presented for review.

The timeline:

- October–December 2018: Design a model for shared governance, including both structures and procedures.
- January 2019: Implementation of Shared Governance Model
- April/May 2019: Evaluation of Model
- June/July 2019: Model revised based upon evaluation feedback
- August 2019: Board of Trustees formally adopts model through the approval of a shared governance policy.

At the October 22nd meeting, faculty and staff were invited to learn Mrs. Gray's perception about what shared governance is and outlined the timeline for the development of the model and its role. There were twenty–five individuals interested in serving on the task force including herself.

ACADEMICS AFFAIRS

Jessica Alphin was recognized as Respiratory Care Educator for the Year – 2018 at the annual state educational seminar held in Hot Spring in September 2018. Mrs. Alphin is the youngest to receive this outstanding award. Chair Doug Cox expressed congratulations to Mrs. Alphin for this award on behalf of the Trustees.

ENROLLMENT MANAGEMENT – Angie French

FY20 Budget Enrollment Target

Mrs. French presented to the board a projection of a conservative 1% increase in enrollment based on the past two year's data as BRTC's target. David Coker moved to accept the FY20 enrollment target of 36,550 Student Semester Credit Hours (SSCH) with a second by Bob Olvey. Unanimous.

Achieving the Dream

Arkansas Community Colleges (ACC) has partnered with *Achieving the Dream* to initiate a two–year project, Holistic Student Supports, which guides community colleges through an “Application to Graduation” comprehensive support approach. Enrollment Management will lead a team in participating in the mentoring, resources, and learning institutes. A grant from the Great Lakes Higher Education Corporation is supporting the work in Arkansas.

FINANCE – Rhonda Stone

Comparison of FY18 to FY19 Operating Budget to Actual

Mrs. Stone shared detailed information regarding the Fiscal Year 2019 Operating E & G – Fund 1 Budget and Actual through September for review.

Comparison of FY18 to FY19 Auxiliary Revenues and Expenses

Also shared was detailed information for the Auxiliary – Fund 3 Comparative Statement of Revenues and Expenses through September for review.

INSTITUTIONAL ADVANCEMENT – Karen Liebhaber

Holocaust Survivor Series

Louise Lawrence–Israëls arrived in Pocahontas yesterday and her first presentation was this morning at 9:30 a.m. with several area school children in attendance. There will be a presentation at 7:00 p.m. this evening and the final on Friday morning for more area school children attending. The Holocaust Survivor Series is one of the largest events held at BRTC and in cooperation with the United States Holocaust Memorial Museum this was the 12th such event.

Strategic Planning

An ad–hoc committee has been made up of 14–18 volunteers across campus. The goal is to study the strategic plan action plans and make sure they are necessary and achievable as well as making other recommendations.

25th Annual IBERIABANK/BRTC Foundation Golf Tournament

The event was held on September 28th, at Rolling Hills Country Club. When all funds have been collected, the profits will be approximately \$40,000.

OTHER BUSINESS

Presidential Search

Chair Doug Cox stated board members have met once regarding the Presidential Search with plans to schedule another soon. Plans are to begin advertising for the position in December and choosing a committee to narrow down the pool of applicants. The plan is to include a broad range of faculty and staff in the search as well as trying to include some community members.

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BRAD Child Development

In preparation for the BRAD expansion, it was brought to our attention an additional 25 ft. encroachment is needed as the playground is located half in and half out of the original 1.3 acres. In August of 2017, BRTC deeded an additional 1.3 acres for an expansion with the same reversionary clause as the original deed. BRAD has secured a USDA loan for the building construction. Motion by Ruth Ann Ellis the BRTC Board of Trustees authorizes the deeding of the additional 25 ft. encroachment acreage with the 1.3 acres approved by the Board at the August 3, 2017 meeting. The deed of the property would be subject to a revisionary clause as contained in the original deed of September 2001. Motion seconded by Ruth Ann Ellis. Unanimous.



November 12, 2018

Also attending:

Julie Edington

Sissy Gray

Amber Green

Tonya Hankins

Ramonda Housh

Regina Moore

Brandon Smith – Pocahontas Star Herald

Priscilla Stillwell