



**Board of Trustees
Minutes
Technology Center Conference Room
August 2, 2012
12:30 p.m.**

Members present: John R. Jackson, Jr., Sue Gibson, Dr. Paul Baltz, Ray Noel, Michael Dunn, Doug Cox and Dr. Wayne Hatcher. Member absent: Leo Baltz. Guests present: Dr. Michael Sullens, Angie Caldwell, Dr. Jan Ziegler, Dr. Roger Johnson, Brenda Gillogly, Priscilla Stillwell, Phillip Dickson, Donna Statler, Ann Savage, Betty White, Julie Edington, Dina Hufstedler, Dalton Sullivan of Pocahontas Star Herald, and George Jared of the Jonesboro Sun. Vickie French was present to record the minutes of the meeting.

John Jackson welcomed Brenda Gillogly to her first official meeting as BRTC's Vice President for Administration. He also welcomed members and guests to the meeting.

APPROVAL OF MINUTES

Motion by Dr. Paul Baltz to approve the minutes of the May 3, 2012 board meeting as presented. Motion seconded by Sue Gibson. Unanimous.

PRESIDENT'S REPORT

Employee Compensation Update – Faculty and Nonclassified Staff

Dr. Wayne Hatcher, through conversations with appropriate agencies, has learned that a salary increase can be given (retroactive to fiscal year 2012) to faculty and nonclassified staff. A 2% increase is recommended for faculty who fulfilled their spring 2012 contracts and have had their contracts renewed for fall 2013 and for nonclassified staff who were employed on the last working day of fiscal year 2012 (June 28, 2012). Employees who are currently on probation as a result of evaluations performed for fiscal year 2012 are not eligible for the increase. Funding will be retroactive to the FY12 budget. Motion to authorize the FY12 salary increase as presented by Dr. Paul Baltz. Motion seconded by Michael Dunn. Unanimous.

Employee Compensation Update – Classified Staff

Dr. Hatcher has also learned that bonuses can be given (retroactive to fiscal year 2012) to classified staff. The merit lump sum payment will be awarded based on the employee's 2012 performance evaluations at: 3% - Exceeds Standards; 2% - Above Average; or 1% - Satisfactory. Motion to authorize the FY12 merit bonus for classified staff as presented by Sue Gibson. Motion seconded by Dr. Paul Baltz. Unanimous.

Policies and Procedures Manual Updates

Motion by Michael Dunn to approve the current updates of the Policies and Procedures Manual as presented. Motion seconded by Doug Cox. Unanimous.

Approval of the 2012-2013 BRTC Course Catalog

Motion by Ray Noel to approve the 2012-2013 BRTC Course Catalog as presented. Motion seconded by Doug Cox. Unanimous.

Inservice

Faculty members report to campus August 13 for the fall semester. Members received a copy of the Inservice Agenda for the week along with additional information regarding the Entrepreneurship event scheduled for August 15 at Marilyn's Clogging Company beginning at 12:00 p.m. and the presentation by Randy Frazier scheduled for August 16 beginning at 8:30 a.m. in the RCDC.

ACCT Annual Leadership Congress

Members received a handout highlighting information regarding the 43rd Annual Association of Community College Trustees Annual Congress scheduled for October 10-13, 2012 in Boston, MA. The HLC team encourages board attendance at conferences such as this.

BRTC's Strategic Plan

Members received a draft copy of 2011-2016 BRTC's Strategic Plan developed by administration. Dr. Hatcher encourages board members to submit their questions, comments, or suggestions regarding this information by August 13.

GCITC Childcare Facility on the Paragould Campus

Ray Noel notified members that the GCITC Childcare facility (located behind the original building on the Paragould campus) has ceased to provide services and will vacate the building by the first of September. Every effort was made to relocate the children to other childcare providers and to help the employees find new placements. Grant funds were used to build the facility (approximately 3,000 sq. ft.) which stipulated that the facility was to serve families of low to moderate income requirements. Dr. Hatcher has contacted the proper agencies to learn that BRTC can meet the legal and moral obligations of the grant and use the space for academics and academic support. Pending board approval, GCITC will maintain ownership of the building until the loan is paid in full by BRTC at which time transfer of ownership will take place. Meetings are underway with key staff members and the architect to determine the best utilization of the space as modifications will be necessary.

STUDENT AFFAIRS

Statistical Reports

Dr. Michael Sullens' report compared Corporate and Community Education and Adult Education data for academic years 2010-2012. The total headcount for 2012 shows an increase from the previous year with a slight decrease in total contact hours. (Note: a major cause for the decrease is the significant reduction in state funding of workforce training.)

Board of Trustees
August 2, 2012
Page 3

A 2010-2012 comparison of total enrollment, SSCH's, and FTE's was reported. Data indicates a slight decrease in each category when comparing 2012 to the previous year. A comparison of traditional vs. nontraditional credit hour students (duplicated) also shows a slight decrease. BRTC's nontraditional student enrollment (currently 25 years of age or older) continues to be greater than the traditional student enrollment (currently 24 years of age or younger) when comparing 2012 to the previous year.

Summer I 2012 enrollment was 648 students, a decrease from the previous year enrollment of 763 students. Summer II 2012 enrollment was 541 students, an increase from the previous year enrollment of 540 students.

Fall 2012 enrollment was 1,518, a decrease from the previous year enrollment of 1,627. Pocahontas had enrollment of 1,005 students and Paragould had 513 students for Fall 2012.

ACADEMIC AFFAIRS

Update on New Faculty

Introduction of Technical and General Education Division Chairs

Dr. Roger Johnson introduced Donna Statler, BRTC's General Education Division Chair. New faculty members include:

Sissy Gray - Introduction to Psychology and Human Growth & Development - Pocahontas
Elizabeth Collins - English and Literature - Paragould
Chris Lynch - Chemistry and Physical Science - Pocahontas
Audrey Skaggs - Anatomy & Physiology, General Biology and Microbiology - Pocahontas
Jessica Throesch - Math - Pocahontas
Renee Zimmerman - Math - Paragould
Amanda Herring - Physical Science and Chemistry - Paragould
Karen Liebhaber - English and Literature - Pocahontas. Having served as Distance Education Coordinator, Ms. Liebhaber has chosen to return to the classroom.

Angie Caldwell introduced Phillip Dickson, BRTC's Technical Education Division Chair. Joining BRTC as Aviation instructor is Mark Herbstreit.

Notifications/Updates

AAS in Paramedic

Angie Caldwell notified members that changes to enhance the efficiency and content taught in the AAS in Paramedic program have been adopted. These changes meet the requirements set forth by the PACE grant and reduced the program hours from 73 to 68, complying with Act 747.

AAS General Technology - Respiratory and Nursing Options

Ms. Caldwell notified members that an AAS General Technology – Health Profession – Respiratory and Nursing Emphasis Options have been adopted which will allow students to be eligible for financial aid while working on their preprofessional courses for respiratory and nursing. This option will allow students to get the AAS as well as their technical certificate at the same time.

ADHE Coordinating Board Meeting

The ADHE Coordinating Board approved BRTC's Letters of Notification at the July 27, 2012 meeting. Approved were:

- AAS in Business Technology – Entrepreneurship Option
- Certificate of Proficiency and Technical Certificate in Homeland Security/Emergency Preparedness
- AAS in Paramedic
- AAS General Technology – Health Profession – Nursing Option
- AAS General Technology – Health Profession – Respiratory Option

FINANCIAL AFFAIRS

Audit Report Fiscal Year End June 30, 2011

The fiscal year July 1, 2010 – June 30, 2011 audit was approved by the Arkansas Legislative Audit Committee on July 18, 2012. There were no audit findings. Motion by Doug Cox to approve the audit for FY2011 as filed with the Legislative Joint Auditing Committee. Motion seconded by Ray Noel. Unanimous. Brenda Gillogly recognized Betty White, Controller, for compiling the data for the audit and many reports required of this institution.

Promotional Items Appropriation and Funds Transfer for FY13

Motion by Ray Noel to authorize 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 \$30,000 for FY13. Motion seconded by Sue Gibson. Unanimous.

Insurance Updates

Brenda Gillogly reported that members of the Arkansas Higher Education Consortium (AHEC) are currently evaluating proposals from medical and life insurance firms seeking to serve the employees of the two-year colleges participating in the consortium.

On June 1, 2012, BRTC began a business relationship with American Fidelity to administer the Section 125 Cafeteria and Flex-Spending plans for participating employees. Currently there are over 100 employees participating in the Cafeteria Plan and 14 employees utilizing the Flex-Spending Plan. Ms. Gillogly recognized Julie Edington, HR Director, who oversees the benefits for BRTC employees.

DEVELOPMENT

Upcoming Events

19th Annual IBERIAbank/BRTC Foundation Golf Tournament

Dina Hufstedler reported that the annual golf tournament is scheduled for Friday, October 5, at Rolling Hills Country Club. The goal for the tournament is \$40,000. IBERIAbank will once again host the 19th Hole after Party.

Holocaust Survivor Series

Ms. Hufstedler reported that Holocaust Survivor Alfred Munzer is scheduled to visit BRTC on Tuesday, October 23 and Wednesday, October 24. More information regarding his presentations will follow as details are finalized.

“Growing Strong 2012” Annual Campaign

Dr. Hatcher shared the results of the “Growing Strong 2012” Annual Campaign which ran from July 1, 2011 – June 30, 2012. The campaign generated \$35,050.10 which is an increase from the previous year. The growth was primarily due to the significant increase in participation by faculty and staff.

OTHER BUSINESS

Student Success Lab

Dr. Johnson invited members and guests for a tour of the Student Success Lab which is nearing completion. A position has been developed for a fulltime Success Lab Coordinator in an effort to assist our students through supplemental instruction and tutoring while working closely with faculty members to encourage completion and success.

Next Meeting Date

The next meeting date of the BRTC Board of Trustees is scheduled for Thursday, November 2, 2012, at 12:30 p.m.

ADJOURNMENT

Motion by Dr. Paul Baltz to adjourn at 1:50 p.m. Motion seconded by Michael Dunn. Unanimous.

Dr. Paul Baltz, Secretary

August 14, 2012