



**Board of Trustees  
Minutes  
Technology Center Conference Room  
March 14, 2013  
12:30 p.m.**

Members present: John R. Jackson, Jr., Sue Gibson, Dr. Paul Baltz, Ray Noel, Michael Dunn, Doug Cox, Leo Baltz and Dr. Wayne Hatcher. 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, Kimberly Bigger, Regina Moore, Karen Liebhaber, Tonya Hankins, Ronnie Walker, Trent Ingram, Aaron Ruby, John Allison, Trent Morledge, Edward Kelson, and Dalton Sullivan of Pocahontas Star Herald. Vickie French was present to record the minutes of the meeting.

John Jackson welcomed members and guests to the meeting.

**APPROVAL OF MINUTES**

Motion by Doug Cox to approve the minutes of the February 7, 2013 board meeting as presented. Motion seconded by Dr. Paul Baltz. Unanimous.

**PRESIDENT'S REPORT**

Dr. Wayne Hatcher shared information regarding the numerous legislative bills that have been introduced, some of which could adversely affect higher education funding.

**ACADEMIC AFFAIRS**

**Nursing Report**

Angie Caldwell and Tonya Hankins, Director of Nursing, shared information regarding the various programs available in BRTC's Nursing Department and also highlighted the many accomplishments of the department.

**LETA Graduation**

Dr. Roger Johnson invited members and guests to LETA Graduation scheduled for Friday, April 12, 2013, beginning at 1:00 p.m. in the RCDC. Arkansas Senator John Boozman will be the guest speaker. The quarterly meeting of the Arkansas Commission on Law Enforcement Standards and Training will also be held on BRTC's campus that morning. Visiting commissioners and guests will attend the graduation ceremony.

## **FINANCIAL AFFAIRS**

### **Master Plan Update**

Architects Aaron Ruby and John Allison shared their vision of BRTC's Master Plan addressing the needs of both the Pocahontas and Paragould campus in the years to come. Administration will review the Master Plan in detail to determine if their interpretation is where the college is headed and needs to go. There were also several projects identified with existing building that need attention.

### **Tuition and Fee Survey**

Brenda Gillogly shared the history of BRTC's tuition and fee rates along with the annualized tuition and fee rates for public four-year and two-year institutions. Currently BRTC is ranked 15<sup>th</sup> out of the 22 two-year colleges for tuition and mandatory fee rates charged per student semester credit hour in 2012-13. Administration is recommending a tuition increase of \$1 per credit hour along with a \$1 per credit hour increase in the Technology/Infrastructure fee which will generate additional revenue to help offset the rising costs of day-to-day operations.

Motion by Doug Cox to approve the following rate increases to be effective with the fall term of the 2013-14 fiscal year: 1) Increase the tuition rate by \$1 per credit hour; 2) Increase the Technology/Infrastructure fee by \$1 per credit hour. This increase does not apply to the out-of-state tuition rate. Motion seconded by Dr. Paul Baltz. Unanimous.

### **Policies and Procedures Manual Updates**

Brenda Gillogly stated that the administration recommends the following updates and additions to the Policies and Procedures Manual for consideration:

#### **Policy Number: 1180C – Community Use of College Facilities – Non-Profit Use**

An ad-hoc committee was formed to review the Non-Profit Use Policy and the Guidelines for Use. The committee recommends an increase in the fees per day: 1) Banquet (which will include the Multipurpose area) - \$200; 2) Auditorium (which will include the Multipurpose area) - \$200; 3) All Areas - \$300 effective for new reservations beginning July 1, 2013. Also a deposit fee of \$100 will be required which will be refundable if the renter has followed the Guidelines for Use. Rental groups will also be asked to exit the RCDC by 11:00 p.m. giving the night crew adequate time to make sure the areas are ready for use the next day. An individual works part-time to cover the weekend events.

#### **Policy Number: 5500 – Advancement on the Schedule for Non-Classified Employees**

The addition of a new policy to compensate non-classified employees (similar to Policy 4320 for faculty) who have completed degrees or hours toward a higher degree effective today's date with board approval.

Policy Number: 6102 – Criminal Background Check Policy

The addition of a new policy stating that BRTC will conduct criminal background checks on final applicants for positions within the college. Criminal background checks will be performed through the Arkansas State Police on all full time employees before they are offered a position. In addition, a Federal Bureau of Investigation background check will be performed on those individuals considered for employment as a faculty member or in other key positions effective today's date with board approval.

Policy Number: 6215 – Early Retirement Incentive Program

The policy has been revised to include individuals who have been funded from external or grant funds meeting the general eligibility requirements adopted in April 1998 for employees of the college effective today's date with board approval.

Motion by Ray Noel to approve the updates and additions for the Policies and Procedures Manual subject to attorney review of Policy Number: 6102. Motion seconded by Mike Dunn. Unanimous.

**FY13 – Fund 1 – Unrestricted E & G Operating Budget**

Each member received an updated FY 13 – Fund 1 – Unrestricted E & G Operating Budget through February 28, 2013 for review.

**STUDENT AFFAIRS**

**Student Life Update**

SGA President, Edward Kelson, gave a brief update of the upcoming events partially funded by SGA. Official campaigning for SGA officers begins March 26 with a public debate/forum scheduled Thursday, March 28, beginning at 1:00 p.m. in the RCDC. Election dates are April 15 and 16.

**DEVELOPMENT**

**Rural Community College Alliance**

Dr. Jan Ziegler and Angie Caldwell recently attended a Rural Community College Alliance Conference in Washington, D.C. and learned of a long-term, low-interest loan opportunity for capital improvements for communities with a population of less than 20,000. Doug Cox, Sue Gibson and the administration met with representatives of the USDA on February 27, 2013 to discuss the loan proposal in greater detail. The Vice Presidents will meet with Aaron Ruby and John Allison later to discuss their ideas for the campus. Motion by Sue Gibson to proceed with the preliminary documents needed for the loan application. Brenda Gillogly was asked to gather data to compare the costs of bonding versus the USDA loan for 5, 7 and 10 million dollar increments. Motion seconded by Dr. Paul Baltz. Unanimous.

**2013 BRTC Foundation Gala Report**

Dr. Ziegler stated that the 7<sup>th</sup> Annual Foundation Gala raised a record amount this year. The event was held March 9 at the Rolling Hills Country Club with approximately 140 in attendance.

**Annual Scholarship/Donor Luncheon**

The Annual Scholarship/Donor Luncheon is scheduled for Tuesday, April 16, 2013 beginning at 11:00 a.m. in the RCDC.

**REACH Calendar**

Dr. Ziegler stated that events partially funded through a grant from the Department of Arkansas Heritage for Heritage Month are being finalized. The theme for this year is *Saving our Heritage – Arkansas's Historic Structures*. Gerry Barker and Joan Gould will present a program on Subscription Schools at the Heritage Museum on Thursday evening, May 16, at 7:00 p.m. Mr. Barker will return with his oxen to the Rice-Upshaw House on Friday, May 17, and Saturday, May 18, from 9:00 a.m. – 3:00 p.m. Eric Samons and his crew have also been invited for demonstrations and some interactivity with chinking, daubing and batten strips. Mr. Barker will present a program on the subject of Frontier Slavery at the Eddie Mae Herron Center on Friday evening, May 17, at 7:00 p.m.

The REACH sites will continue to be opened to the public on specified dates and for groups by special arrangements. The “Second Saturdays” from May through September are scheduled open dates from 9:00 a.m. – 12:00 p.m.

**Tasting of Mary Sallee Recipes**

The Dietetic students have planned *A Tasting of Mary Sallee Recipes* as a fundraiser on Thursday, March 28, from 2:00 p.m. – 5:00 p.m. in the RCDC. The Mary Sallee Single Parent Scholarship – BRTC Cookbooks will be available for sale along with other opportunities to benefit the scholarship program.

**OTHER BUSINESS**

**Graduation Assignments**

Dr. Paul Baltz will welcome graduates and guests to the ceremony on May 9, 2013. Mike Dunn will introduce the guest speaker.

**Next Meeting Date**

The next meeting date of the BRTC Board of Trustees is scheduled for Thursday, May 2, 2013. The meeting begins at 12:30 p.m.

**Retirement Reception**

Members and guests are invited to a retirement reception honoring Vernon Cates, Dr. Michael Sullens, Peggy Weir, David Bowlin, and Linda Stacy on May 2, 2013 from 3:30 p.m. – 5:00 p.m. in the RCDC. Special presentations will begin at 4:00 p.m.

**EXECUTIVE SESSION**

Motion by Sue Gibson to adjourn into executive session. Motion seconded by Mike Dunn. Unanimous.

Motion by Mike Dunn to resume regular session. Motion seconded by Dr. Paul Baltz. Unanimous.

**ADJOURNMENT**

Motion by Mike Dunn to adjourn at 4:20 p.m. Motion seconded by Sue Gibson. Unanimous.

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Dr. Paul Baltz

March 27, 2013