



**Board of Trustees
Minutes
Technology Center Conference Room
November 1, 2012
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, Dina Hufstedler, Regina Moore, Bert Clevenger, Patti Blaxton, Dr. Derek Clements, Daniel Parker, Adam Byrd, 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 Ray Noel to approve the minutes of the August 2, 2012 board meeting as presented. Motion seconded by Dr. Paul Baltz. Unanimous.

PRESIDENT'S REPORT

"Students Speak...Are We Listening?"

Dr. Wayne Hatcher presented a video entitled: "Students Speak...Are We Listening?" In the video, students shared what is important to them as they attend college and the challenges they face along with comments regarding whether the college was addressing the issues.

Association of Community College Trustees 2012 Annual Leadership Congress

Dr. Hatcher, John Jackson and Sue Gibson attended the Association of Community College Trustees 2012 Annual Leadership Congress held in Boston October 10-13. They encouraged other trustees to attend in the future. The ACCT is a nonprofit educational organization of governing boards, representing more than 6,500 elected and appointed trustees of community, technical, and junior college in the US and beyond. The purpose is to strengthen the capacity of these institutions and to foster the realization of their missions through effective board leadership at local, state, and national levels.

Annual Meeting of College and University Trustees

The Annual Meeting of College and University Trustees is scheduled for Friday, November 2, 2012. The meeting will be held at the Big MAC Building - Committee Room "A" in the State Capitol Complex.

STUDENT AFFAIRS

Statistical Report

Dr. Michael Sullens reported a fall enrollment of 2,408 students, which is down 98 students from the 2,506 enrolled last year. Data indicates enrollment of 1,610 on the Pocahontas campus and 798 at the Paragould campus. The detailed report also compared SSCH's, full-time students, part-time students, enrollment classifications, and enrollment comparisons by counties for fall 2008 – 2012.

Student Organizations/Activity Report

Student Government Association executive officers Adam Byrd and Edward Kelson shared a brief overview of the student organizations and activities on campus.

ACADEMIC AFFAIRS

Certificate of Proficiency for EMT

Angela Caldwell reported that BRTC has received approval by the Arkansas Higher Education Coordinating Board at the meeting held October 26, 2012 to award a Certificate of Proficiency for the Emergency Medical Technician course, 9 credit hours. The advanced course provides individuals with the skills necessary to assess and care for patients at the scene of an injury or illness. Students also become familiar with the advanced stabilization and care of injured patients, as well as advanced rescue procedures. The Certificate of Proficiency provides an exit point for completion.

Hybrid Classes

Mrs. Caldwell also shared a listing of the Hybrid courses offered at both campuses for fall 2011, spring 2012, fall 2012 and the courses planned for spring 2013.

Corporate and Community Education Updates

Patti Blaxton and Bert Clevenger each made presentations to members highlighting the various programs provided through Corporate and Community Education. Each campus offers customized training programs (such as leadership and management, computer classes, and health and safety courses) for the businesses and industries they serve. Each campus also offers community education courses targeting all ages and various topics.

Advanced Learning Program and PACE Grant

Regina Moore shared information regarding the Pathways to Accelerated Competition and Employment (PACE) program. The PACE grant supports the redesign of developmental education courses at every Arkansas two-year college in order to accelerate student completion. BRTC's Advanced Learning Program offers accelerated program completion (Writing Fundamentals and Freshman English I) allowing students to receive credit for developmental coursework and gateway courses in the same semester. The ALP is available in a workshop atmosphere and each receives individualized help if needed. Modular Math courses are self-paced and computer based. Individualized help is available and allows students the possibility of completing three developmental courses in one semester saving students time and money.

The Learning Center

Dr. Roger Johnson reported that Karla Thielemier has been hired as the coordinator of BRTC's Learning Center. Working under the supervision of Dr. Johnson, Ms. Thielemier will provide student support services for tutoring and the testing lab and assist in promoting a positive learning experience for students at BRTC.

Dr. Johnson introduced Daniel Parker to members and guests. Mr. Parker is the Distance Education Coordinator working closely with Regina Moore, Director of Distance Education.

FINANCIAL AFFAIRS

Finance Update

Unaudited Financial Statements for Fiscal Year End June 30, 2012

Brenda Gillogly and Betty White, Controller, reviewed with the board members the unaudited fiscal year-end statements through June 30, 2012. The overall expenditures in functional categories increased by a total of \$383,966 or approximately 1.6% from 2011 to 2012. The increase was due mainly to the purchase costs associated to the flood, depreciable asset added and put back in service after the flood, purchase of additional supplies and the hiring of additional staff.

Unaudited First Quarter Financial Statements for Fiscal Year End June 30, 2013

Also provided for discussion purposes was a draft of the Unaudited Quarterly Financial Statements through September 30, 2012. Please contact Mrs. Gillogly if you have additional questions.

Facilities Update

Ms. Gillogly reported that the Learning Center, located in TM106, is now open and available for tutoring and the relocation of the Student Services area on the Paragould campus have been completed. These projects totaled \$232,103. Plans are to attach brown siding to the trailer at the Rice-Upshaw location to make it visually appropriate for the site. This project should cost less than \$5,000. The cost projections for the remodel of the GCITC Annex (daycare center) total \$345,000 with approximately \$35,000 in architect fees. This does not include the furnishing for the annex. The addition of an academic building on the Paragould campus has also been discussed.

Master Plan

Allison Architects, Inc. has been retained by BRTC to create a master plan for both the Pocahontas and Paragould campuses. In order to plan for future needs, a questionnaire was developed to help the architect understand historical trends and the current state of facilities and programs. When completed, the data submitted by each department will provide important insights into BRTC and special space requirements of each department.

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Human Resources Update

Julie Edington, Human Resources Director, reported that the Arkansas Higher Education Consortium board voted to change the group health administration from JP Farley to QualChoice effective January 1, 2013. The first BRTC Benefits Fair was held for faculty and staff on October 27, 2012 and was highly successful. A representative from QualChoice will visit both campuses on November 12th with presentations for faculty and staff and to answer any questions regarding the change.

Personnel Services Requests

Ms. Edington reported that BRTC's personnel services request to the Arkansas Department of Higher Education and the Office of Personnel Management for FY 13-14 was for 285 positions. The Arkansas Higher Education Coordinating Board recommended 277 positions. Currently, BRTC has 244 positions. The additional 41 positions include: 4 nonclassified employees, 11 classified employees, and 26 academic instructors. Mrs. Gillogly stressed that we have no appropriation for funding for these positions at this time.

DEVELOPMENT

Concurrent Students

Dr. Jan Ziegler shared data comparing concurrent classes from 2008 – 2012. There was a significant increase of 32% (72 students) from fall 2011 to fall 2012. Rhonda Foster, Coordinator for Student Recruitment/Concurrent Enrollment, works closely with schools in our service area, as well as in Missouri and home school students.

Project REACH Museum Update

Archival space will be provided in the BRTC Library making accessible for research the many documents, print and digital materials as well as the growing number of items entrusted to BRTC for preservation and safekeeping.

"Growing Stronger 2013" Annual Campaign

Board members received their "Growing Stronger 2013" Annual Campaign packets. Each was strongly encouraged to participate at a level in which they are comfortable.

19th Annual IBERIABANK/BRTC Foundation Golf Tournament

Dr. Ziegler stated that this year's annual golf tournament was the most successful to date.

"Bridging Cultures" Project

BRTC was selected as one of eighteen community colleges nationwide and from over seventy applications for the "Advancing the Humanities: A National Endowment for the Humanities Bridging Cultures Project." The proposal was developed by Dr. Ziegler, Dr. Derek Clements and Priscilla Stillwell. BRTC's proposal includes: developing a new module of REACH finds for use by BRTC faculty and for professional meetings around the state and nation; developing a customizable lesson plan packet to use for training area 7-12 grade teachers and for use in the state's regional Educational Co-ops; and launching a BRTC History-oriented student organization.

OTHER BUSINESS

Holocaust Survivor Series

Dr. Ziegler reported that there was record attendance of 2,000+ at this year's Holocaust Survivor Series. Holocaust Survivor Alfred Munzer spoke to groups on October 23rd and 24th. The event was sponsored by Mike and Barbara Dunn, First National Bank, IBERIABANK, Integrity First Bank and SEAS funding provided through the BRTC Foundation.

Upcoming Events

Law Enforcement graduation is scheduled for Friday, November 16, 2012, at 1:00 p.m. in the RCDC. Guest speaker is Chief Danny Bradley of the North Little Rock Police Department.

Respiratory Care Pinning and Graduation is scheduled for Monday, December 3, 2012, beginning at 6:30 p.m. in the RCDC.

PN/RN Pinning and Graduation is scheduled for Tuesday, December 4, 2012, beginning at 6:00 pm. in the RCDC.

BRTC Graduation is Thursday, December 13, 2012, beginning at 7:00 p.m. in the RCDC. Former student, Lawana Watson is the commencement speaker. Graduation assignments are: Welcome – John Jackson, Introduction of Guest Speaker – Sue Gibson.

The semester-end potluck and Mary Sallee Single Parent Scholarship Auction is Friday, December 14, 2012, beginning at 11:00 a.m. in the RCDC.

The next meeting of the BRTC Board of Trustees is scheduled for Thursday, February 7, 2013, at 12:30 p.m.

ADJOURNMENT

Motion by Sue Gibson to adjourn into executive session at 3:00 p.m. Motion seconded by Mike Dunn. Unanimous.

Motion by Sue Gibson to resume regular session. Motion seconded by Mike Dunn. Unanimous.

Motion to adjourn at 4:10 p.m. by Sue Gibson. Unanimous second by board members.