



**Board of Trustees Meeting
Gaines Technology Center Conference Room
May 21, 2015
12:30 p.m.**

Members present: Sue Gibson, Dr. Paul Baltz, Doug Cox, John Jackson, Ray Noel, Leo Baltz, Ruth Ann Ellis and Dr. Eric Turner. Guests present: Angie Caldwell, Dr. Roger Johnson, Martha Nelson, Brenda Gillogly, and Karen Liebhaber. Vickie French was present to record the minutes of the meeting.

Sue Gibson welcomed members and guests to the meeting.

APPROVAL OF MINUTES

Motion by John Jackson to approve the minutes of the February 5, 2015 meeting as presented. Motion seconded by Ray Noel. Unanimous.

PRESIDENT'S REPORT

Updates

Dr. Eric Turner stated that in contemplating his report, he thought he would end this year similarly to how the year began. His efforts this year have been focused on learning BRTC's budget and internal and external processes.

His attention has been focused on identifying mechanisms and policy levers needed for the College to engage in an effective, comprehensive, and inclusive planning effort this coming Fall. We will be asking questions of ourselves, our K12 partners, business, industry, and the community on how we might most effectively serve our region. The Institutional Effectiveness Committee will be the incubator of this effort. To jumpstart the process, data collection has begun to inform the dialogue and process.

To reiterate, Dr. Turner stated his efforts have been bounded by the R-Values:

Recruitment and Retention
Revenue
Reinforcement of our Mission
Reputation
Relationships

Within the context of these values, the presented budget reflects these priorities.

Health Science Complex

Dr. Turner reported Nabholz estimates the Health Science Complex is 81 days away from completion. Sidewalks will be poured in June. The furniture has been ordered. If the August 7th date is accurate, all should be in place for classes which are scheduled to begin August 24th. The project is back on schedule and additional savings is being captured when possible to stay under budget.

Addition to Policy Number: 2100 – President’s Functions

The addition to the policy of the President’s Functions further clarifies the duties of the president. Dr. Turner stated one of the most important elements of the proposed policies the restriction on non-budgeted expenditures (reserve funds) greater than \$100,000 without notifying the Board at least 45 days prior to the expenditure. These additions provide an additional layer of accountability and are also designed to protect the integrity of the strong financial position of the College.

Guns on Campus

Ruth Ann Ellis moved the Board reaffirm Policy 6145 which disallows the carrying of a concealed firearm of any type by employees, students, or guests in the buildings or on the grounds of BRTC and its various locations unless specifically allowed under Act 1078 of the Regular Session of the 90th General Assembly 2015. Motion seconded by Doug Cox. Unanimous.

Presentations

Dr. Eric Turner presented John Jackson with a plaque for his dedicated service during his second appointment from 2008–2015. Mr. Jackson extended a special thank you to fellow board members for their service to the institution and the faculty and staff for their service.

Dr. Turner also presented Sue Gibson with a gavel as outgoing Chair of the Board of Trustees serving from 2013-2015. Mrs. Gibson expressed her gratitude to the board for their diligent efforts and support while serving as Chair.

ACADEMIC AFFAIRS

General Education

Dr. Roger Johnson stated the AS in Criminal Justice was approved by the Arkansas Higher Education Coordinating Board at the May 1st meeting. Currently, the College has an MOU with ASU and is seeking the same with UA-Ft. Smith.

Dr. Roger Johnson reported the General Education Division has been working on a proposal for an AS in Agriculture to present to ADHE. Students from 8 of the 10 area high schools have replied positively to a survey and there are plans to send employer surveys soon. Dr. Johnson has spoken with the Associate Dean in the College of Agriculture at ASU who is supportive of BRTC pursuing an AS in Agriculture degree and anticipates no problems in attaining an MOU from ASU. Offerings may include Animal Science, Soil Science, Plant Science and Ag Business along with an Ag Seminar.

Technical Education

Angie Caldwell officially announced the successful award of a USDA/DRA Grant totaling \$635,804 for Simulation Training and Education for the Rural Nursing Students (STERNS) Project. The funds purchased five High Fidelity 3G Simulation Manikins, two of which are BRTC’s. ASU-Newport, Ozarka College, and South Arkansas Community College in El Dorado each received one and the funding also provided extensive training for the instructors. These colleges are members of ARNEC.

Letters of Notification have been submitted to ADHE for the following:

Name change for the Technical Certificate in Dietary Management to Nutrition and Foodservice Management.

Name change for the Associate of Applied Science in Dietetics to Associate of Applied Science Nutrition and Dietetics.

BRTC has established an Associate of Science in Liberal Arts and Sciences Communication Sciences and Disorder Emphasis/2+2 MOU with UCA.

BRTC has established an MOU with UCA for an AAS Registered Nursing to Bachelor of Science in Nursing.

Program Deletion

John Jackson moved for the approval of the deletion of the Aviation Maintenance program of study. This program includes the Certificate of Proficiency, Technical Certificates, and the Associate of Applied Science. Motion seconded by Leo Baltz. Unanimous. A Letter of Notification will be sent to ADHE.

STUDENT LIFE

Title IX

Martha Nelson shared a copy of BRTC's Title IX Policy which addresses the Department of Education's Title IX Sexual Discrimination act which states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

BRTC will strive to meet and be compliant with all Title IX requirements and will make our students aware of their rights under Title IX. Title IX information will be found in the BRTC Student Handbook and the catalog and available in pamphlet form in the Student Affairs Office. Certain individuals on both campuses have been designated as Title IX contacts. The policy will be included in the 2015-16 Catalog which will be submitted to the Board for approval at the August 2015 board meeting.

INSTITUTIONAL ADVANCEMENT

Updates

Karen Liebhaber provided a Foundation Giving Report through May 12, 2015. A pamphlet regarding the Delta Dental grant (which provides free dental service to qualified BRTC students) was shared and Mrs. Liebhaber acknowledged Dr. Paul Baltz and Dr. Karla Baltz for participating in the program locally.

5K Run at BRTC Paragould

Karen Liebhaber shared a flyer highlighting the upcoming 1st Annual Paragould Rotary 5K Run on Saturday, June 13, 2015, on the campus located at 1 Black River Drive. Registration begins at 6:30 a.m. with the race beginning at 8:00 a.m.

ADMINISTRATIVE AFFAIRS

Policies and Procedures Updates

A listing of the Policies and Procedures (which were carefully reviewed by administration) was shared by Julie Edington. The changes accurately reflect the needed guidance for faculty, staff and students to carry out the ongoing operations of the college. Motion by John Jackson that the Board of Trustees accepts the updates and additions for the Policies and Procedures Manual as presented by Administration. Motion seconded by Doug Cox. Unanimous.

FY15 Financial Statements

Betty White reported on BRTC's Operating E & G – Fund Budget and Actual expenditures for periods ended April 30, 2015 with comparison data from April 30, 2014.

Also provided was an April 30, 2014 to April 30, 2015 comparative statement of Revenues and Expenses for the Auxiliary – Fund 3 for review.

Tuition and Fees Increase

Motion by Ray Noel that the Board of Trustees approves the following rate increases to be effective with the fall term of the 2015-16 fiscal year for all In-State Students:

- 1) Increase the tuition rate by \$3.00 per credit hour
- 2) Increase the Student Assessment Fee at \$1.00 per credit hour
- 3) Increase the Student Success Fee at \$1.00 per credit hour
- 4) Increase the Student Activity Fee at \$1.00 per credit hour

Motion seconded by Doug Cox. Unanimous.

Salary Schedule

In an effort to ensure a more equitable method for determining beginning salaries for faculty on campus, the proposed salary schedule was developed with collaboration of the academic vice presidents and a member of the board. The proposed salary schedule has increments for educational levels in accordance with current policy. Motion by John Jackson that the Board of Trustees approves the Faculty Salary Schedule as proposed for FY16. Motion seconded by Ruth Ann Ellis. Unanimous. It was recommended that the schedule should be reviewed on a regular basis with defined formulas for years of service and experience.

FY16 Operating Budget

Brenda Gillogly and Dr. Eric Turner presented the FY16 Proposed Summary Budget totaling \$15,784,463 which highlighted the projected revenues and expenditures for the Unrestricted Education and General (E&G) Fund. While no salary increases were applied in the proposed budget, a reserve of \$64,435 to cover a one percent (1%) increase has been established for salary adjustments if approved by the Board to be effective July 1, 2015.

Doug Cox moved the Board of Trustees adopt the summary budget for FY16 with adjustments to be made as needed during the fiscal year beginning July 1, 2015 and ending June 30, 2016 along with a 1% salary increase effective July 1, 2015. Motion seconded by Dr. Paul Baltz. Unanimous.

FY16 Provisional Positions

Motion by Leo Baltz the Board of Trustees approve the 44 provisional positions authorized for the college in AC~6-63-305 for the fiscal year 2015-2016. The College administration will only establish and use positions when funding for such positions are received from outside sources. Motion seconded by John Jackson. Unanimous.

EXECUTIVE SESSION

Motion by Ruth Ann Ellis to adjourn into executive session to discuss personnel issues. Motion seconded by Doug Cox. Unanimous.

Motion by John Jackson to resume regular session. Motion seconded by Dr. Paul Baltz. Unanimous.

PERSONNEL

Employment of Personnel

Motion by Doug Cox that the Board of Trustees employs the list of personnel for the fiscal year 2015-2016 as presented. Motion seconded by Ray Noel. Unanimous.

OTHER BUSINESS

Election of Officers

Motion by John Jackson that the slate of officers for the July 1, 2015 – June 30, 2017 term shall be:

Chair – Dr. Paul Baltz
Vice Chair – Doug Cox
Secretary – Ray Noel

Motion seconded by Leo Baltz. Unanimous.

Next Meeting Date

The next meeting of the BRTC Board of Trustees is scheduled for Thursday, August 6, 2015, on the Paragould Campus beginning at 12:30 p.m. The following meeting dates are:

November 5, 2015
February 4, 2016
May 5, 2016
August 4, 2016
November 3, 2016

ADJOURNMENT

Motion by John Jackson to adjourn at 3:25 p.m. Motion seconded by Ruth Ann Ellis. Unanimous.

Also attending the meeting:

Kimberly Bigger

Nancy Felts

Tahnee Green

Jennifer Hibbard

Bridgette Kasinger

Rhonda Stone

Kelsie Cagle

Billie Fry

Janna Guthrey

Trent Ingram

Regina Moore

Tina Stroud

Julie Edington

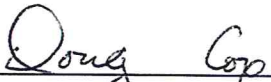
Amber Green

Tonya Hankins

Susan Johnson – *Star Herald*

Priscilla Stillwell

Betty White



Doug Cox, Secretary

May 28, 2015