



**Board of Trustees Meeting
Minutes
Technology Center Conference Room
August 8, 2013 – 12:30 p.m.**

Members present: Sue Gibson, Dr. Paul Baltz, Doug Cox, Michael Dunn, John Jackson, Jr. and Dr. Wayne Hatcher. Members absent: Ray Noel and Leo Baltz. Guests present: Angie Caldwell, Dr. Jan Ziegler, Dr. Roger Johnson, Brenda Gillogly, Carolyn Collins, Priscilla Stillwell, Donna Statler, Phillip Dickson, Rhonda Stone, Kimberly Bigger, Betty White, Julie Edington, Amber Green, Ann Savage, Patti Blaxton, Tom Baker, Donna Foster, Regina Moore, Shawn Long, Kim Riddle and Dalton Sullivan of the Pocahontas Star Herald. 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 June 7, 2013 board meeting as presented.

Motion seconded by Dr. Paul Baltz. Unanimous.

PRESIDENT'S REPORT

Interim Vice President of Student Affairs

Dr. Wayne Hatcher announced that Carolyn Collins will serve as Interim Vice President for Student Affairs as the search process continues for Dr. Michael Sullens' replacement.

Approval of 2013-2014 BRTC Course Catalog

Motion by Doug Cox to approve the 2013-2014 BRTC Course Catalog as presented. Motion seconded by John Jackson. Unanimous.

Inservice Agenda

BRTC's faculty return to campus on Monday, August 12. A copy of the Inservice Agenda was presented which listed the scheduled meetings and various sessions being offered to faculty and staff members. Several new employees will be introduced during the welcome session scheduled for Tuesday morning, August 13.

Default Management

Dr. Hatcher stated that the default management operation system is coming online and the Default Management Coordinator has been selected. These steps are being taken to address BRTC's increased Cohort Default Rate. Higher default rates are being seen in institutions of higher learning throughout the country, including Arkansas.

Annual Board of Trustees Conference

Save the date of Friday, December 6, 2013, for the Annual Board of Trustees Conference scheduled at Pulaski Technical College. Members will be notified as more details are finalized.

STUDENT AFFAIRS

Statistical Reports

Carolyn Collins shared official enrollment for Summer I and II. Summer I enrollment was 673 students, an increase from last year's enrollment of 649. Enrollment for Summer II was 442 students, a slight decrease from last year's enrollment of 455 students.

An enrollment comparison for the Fall semester (two weeks prior) shows:

➤ 2013	Pocahontas	1,182	Paragould	756	1,938 Total
➤ 2012	Pocahontas	1,271	Paragould	779	2,050 Total
➤ 2011	Pocahontas	1,280	Paragould	784	2,064 Total

SGA Report

Kim Riddle, SGA Vice President, gave an update of the Student Government Association's involvement in summer activities and plans for upcoming events benefitting BRTC's students.

New Student Affairs Personnel

Carolyn Collins announced the new personnel for Student Affairs:

- Zeb Blansett, Administrative Specialist, Pocahontas
- Morgan Hill, Academic Advisor, Paragould
- Drew Garland, Default Management Coordinator, Pocahontas

ACADEMIC AFFAIRS

Update on New Personnel

Dr. Roger Johnson announced the new personnel for General Education:

- Tammie Lemmons, Director of Adult Education, Pocahontas
- Donna Foster, Learning Center Coordinator, Pocahontas
- Gail Dodd, Administrative Assistant in Adult Education, Pocahontas
- Shawn Long, Instructional Technology Support Technician, Paragould
- Aja Osler, Science Instructor teaching Chemistry, Paragould

Angie Caldwell announced the new personnel for Technical Education at the Pocahontas campus:

- Jessica Alphin, Respiratory Care Instructor/Clinical Education Coordinator
- Jack DeLoach, Industrial Electricity/Electronics Instructor
- Christina Derbes, Dietetics Instructor (first year courses)
- Nancy Felts, Practical Nursing Instructor
- Rickie Gunn, Welding Instructor

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- Ramonda Housh, Interim Director of Nursing
- Kathy Murdock, Dietetics Instructor (Nutrition and second year courses)
- Susan Shanleaver, Business Technology/Networking Instructor
- Kelley Whitmire, Nursing Simulation Lab Facilitator
- Kristy Whitmire, Arkansas Health Connector Training Program Coordinator working with Corporate and Community Education.

Open positions include:

- Business Instructor
- Clinical Coordinator for Nursing
- Practical Nursing Instructor

FINANCIAL AFFAIRS

Audit Report for Fiscal Year End June 30, 2012

The fiscal year July 1, 2011 – June 20, 2012 audit for Black River Technical College was approved by the Arkansas Legislative Joint Auditing Committee in July. There were no audit findings. Brenda Gillogly recognized Betty White, Controller, for her diligent efforts compiling the many reports and data required of this institution.

Motion by Dr. Paul Baltz to accept the audit for Fiscal Year 2012 as filed with the Arkansas Legislative Joint Auditing Committee. Motion seconded by Doug Cox. Unanimous.

Promotional Items Appropriation and Funds Transfer for FY14

Motion by John Jackson to approve 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 \$43,200 for FY14. Motion seconded by Dr. Paul Baltz. Unanimous.

Construction Updates

Distance Education and Instructional Technology

Brenda Gillogly stated that the bid to remodel AD133 for the Distance Education and Instructional Technology area was awarded to Curtis Construction of West Memphis for \$71,500. The area will house an instructional media room that will be partially soundproof with an adjacent editing room (editing room will double as an office space if needed) to make good quality audio and video productions to incorporate into classrooms. The media room will also be open for other departments to use as well (Office of Development plans to use the area for filming student interviews etc., and Chris Lynch has plans to bring his students to the room to teach about sound waves). The area will also house offices for the director and the coordinator. The outer area will be used for student support/training.

Paragould Math Center

The GCITC lease agreement for the childcare facility was approved by Arkansas Building Authority which assists all state agencies in locating, negotiating and executing lease documents for various types of real property. The 20-year lease was effective June 1, 2013 for \$2,500 per month plus expenses (utilities, maintenance, etc.) The Math Center bid opening for the remodeling project was held August 6, 2013. The apparent low bid was \$349,800. The architect is in the process of confirming the contractor's credentials before proceeding.

Health Science Complex

BRTC is seeking a USDA fixed rate loan for the purpose of constructing a Health Center Complex on the Pocahontas campus. An interim financing source is required for the project. A request for proposals was sent to several institutions for interim financing, the permanent financing, or both. The proposals were due by noon on August 8, 2013. Also required for the loan process is a Financial Feasibility Study which will be prepared by Hughes, Welch and Milligan in Batesville. The study will cost \$19,000 with BRTC providing a portion of the information needed resulting in significant savings to the college. Dr. Jan Ziegler stated that the deadline for submission to the local office is September 1 which will then be forwarded to the federal office. September 30 is the deadline to receive the current interest rate of 3.5%.

Several meetings have been held with the architects to review their plans for the project.

Vice President of Student Affairs Search

Julie Edington stated that HR received thirty-nine applications for the position of Vice President of Student Affairs. Committee members have met several times and have chosen six applicants to interview through Skype on September 6. It is expected that there will be three individuals selected for interviews on campus.

DEVELOPMENT

Upcoming Events

20TH Annual IBERIABANK/BRTC Foundation Golf Tournament

Dr. Jan Ziegler stated that plans are underway for the 20th Annual IBERIABANK/BRTC Foundation Golf Tournament scheduled for Friday, September 27, 2013, at Rolling Hills Country Club.

Holocaust Survivor Series

The Holocaust Survivor Series will continue with presentations on Tuesday, October 29, 2013, at 9:30 a.m. and 7:00 p.m. and on Wednesday, October 30, 2013, at 9:30 a.m. Presentations will be held in the Randolph County Development Center. Tentatively scheduled for the visit is Martin Weiss.

Career Coach

Dr. Jan Ziegler stated that applications are being accepted for the position of Career Coach which is being partially funded through a grant. Working with Pocahontas High School personnel, this individual will serve students who are in need of career planning. The Career Coach will inform students of the importance of postsecondary education, workforce training and/or apprenticeships as the means to a career that will afford economic self-sufficiency, as well as accurate information on how to prepare, apply and pay for it. The position is a fulltime position and is pending provisional position approval. Joniece Trammel will serve as the Career Coach Supervisor. The office for the Career Coach will be located at the PHS campus.

OTHER BUSINESS

Next Meeting Date

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

EXECUTIVE SESSION

Motion by John Jackson to adjourn into executive session. Motion seconded by Doug Cox. Unanimous.

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

ADJOURNMENT

Motion by Mike Dunn to adjourn at 1:40 p.m. Motion seconded by Dr. Paul Baltz. Unanimous.

Doug Cox, Secretary

August 20, 2013