



## **BOARD OF TRUSTEES REGULAR QUARTERLY MEETING**

**Richard Gaines Business Technology Building**

**Pocahontas**

**November 4, 2021**

**12:30 p.m.**

Members present: Carolyn Collins, Jeremy Baltz, Sue McGowan, Danny Moore, Bob Olvey, and Dr. Martin Eggensperger. Members absent: David Coker and Doug Cox. Cabinet Members and Executive Directors attending: Dr. Brad Baine, Rhonda Stone, CPA, Jason Smith, J.D., Karen Liebhaber, Julie Edington, Sissy Gray and Priscilla Stillwell. Janna Guthrey was present to record the minutes of the meeting.

Carolyn Collins, Board Chair, called the meeting to order at 12:30 p.m., welcoming guests attending via Zoom. The next regular quarterly meeting of the Board is scheduled for February 3, 2022, at Paragould.

### **Approval of the August 5, 2021 Minutes**

Danny Moore made a motion to approve the minutes from August 5, 2021; seconded by Jeremy Baltz. Motion carried.

### **President's Report – Dr. Martin Eggensperger Institutional Updates**

Dr. Eggensperger welcomed all those attending. He referenced the Black Hawk Brief summaries that are published weekly. These will contain current and updated information from the various departments. The mask mandate has been lifted and things are beginning to move to more routine practices. He turned the meeting over to the Vice Presidents.

### **Academic Affairs – Dr. Brad Baine**

In referencing his summary, Dr. Baine asked for any questions from the board. Chair Collins asked about the Certified Teacher Assistant certificate. Dr. Baine shared an update on the potential of this offering.

### **Finance and Administration – Rhonda Stone, CPA**

Finance and Administration Office Vice President, Rhonda Stone, C.P.A., presented financial reports contained in the board materials and offered to answer questions. She was pleased to announce that the financial audit has been returned and with no reportable findings. Financial statements were shared and addressed as well as any budget issues. There were no questions from the board regarding the financial status of the college. Progress is continuing on the berm.

### **Student Affairs – Jason Smith**

Jason Smith, Vice President of Student Affairs, began with a display of new recruitment materials. He also had several examples from other colleges to show the comparable quality of materials being used by BRTC. Enrollment continues to trend in a positive direction. The addition of eight-week classes has proved beneficial to students. Bucks and Ducks, the recent recruiting event, was extremely successful with about 300 in

attendance, including high school students. A spring event is being planned for the Paragould campus. Student activities are gaining popularity. COVID numbers are still down with only four students in quarantine at this time. A full report on Student Affairs is included in the summary package.

#### **Institutional Advancement – Karen Liebhaber**

Karen Liebhaber, Vice President of Institutional Advancement referenced the Black Hawk Brief and the summary provided. The recent Holocaust Survivor presentation was successful with more participation than last year. The department is being diligent in watching for and avoiding potential hacking of the school's website. She shared a brochure showcasing the recent Golf Tournament. This was the second highest fundraising tournament.

#### **Human Resources – Julie Edington**

Executive Director of Human Resources, Julie Edington referred to her summary sharing recent activities in her department. She highlighted the information concerning an increase to insurance benefits which will lower employee incurred costs. This includes lower deductibles and out-of-pocket spending as well as lower co-pays. She emphasized how the positive changes from a new broker working with the insurance consortium has made this possible.

#### **Institutional Effectiveness – Sissy Gray**

Because the focus of November meetings is on assessment, Sissy Gray, Executive Director of Institutional Effectiveness, highlighted some of BRTC's assessment achievements from the past year. To guide this discussion, she provided the board with the 2020-2021 Assessment Progress Report in advance of the meeting. Sissy emphasized that this report is the fourth annual report of its kind. This year's report includes a new section on Key Performance Indicators (KPIs). She explained that KPIs are institutional metrics used to gauge the College's overall effectiveness. BRTC's KPIs include the productivity funding metrics and the financial indicators reported annually to HLC. Sissy also discussed the 2017-2021 Strategic Plan Conclusion report that was presented to the board in advance of the meeting. She explained that this report provides a detailed summary of BRTC's 2017-2021 Strategic Plan, including data on the attainment of each goal. She emphasized the importance of this report, stating that formally evaluating the institution's success in meeting its goals is an often-overlooked but very important step of the strategic planning process. Sissy concluded by commending BRTC faculty and staff for their assessment-related growth over the past few years. She noted that in working with higher education professionals across the state and country, she has realized that BRTC is more advanced in its assessment and accreditation practices than most institutions.

#### **Paragould Operations – Priscilla Stillwell**

Priscilla Stillwell, Paragould Executive Director, shared an update on recent and upcoming activities at the Paragould location. The addition of CDL classes at Paragould is scheduled for 2022.

#### **Action Items**

##### **A. Official Prior Year Audit Approval – Finance & Administration**

Chair Collins read the resolution declaring the FY2020 audit as reviewed. Jeremy Baltz made a motion to accept; seconded by Bob Olvey. Motion carried.

##### **B. Strategic Plan**

##### **C. Fall 2021 BRTC Viability Response**

##### **D. 2020-2021 Assessment Progress Report**

These items were presented by Sissy Gray, Executive Director of Institutional Effectiveness, as information items. No vote was required.

**E. Student Activity Fee Increase – Finance & Facilities Committee**

Board Secretary, Bob Olvey, read the resolution stating that the board authorizes the implementation of a modest increase in the Student Activities Fee of \$1 per credit hour effective with registration opening November 8, 2021. A motion to accept was made by Sue McGowan; seconded by Danny Moore. Motion carried.

**F. CDL Tuition Differential and Program Fee – Finance & Facilities Committee**

Board member, Danny Moore, read the resolution stating the board's approval of the creation of the course and program description for the award of a certificate of Proficiency in Commercial Driving Licensure. A motion to accept was made by Sue McGowan; seconded by Bob Olvey. Motion carried.

**New Business**

**A. Announcements**

Dr. Eggenesperger invited the board to tour areas of the campus at the conclusion of the meeting. He asked Janna Guthrey to share news about end-of-semester activities. Commencement is scheduled December 16 beginning at 6:30 p.m. The next day, Friday, the college will return to their normal observance of ending the semester with a campus meal and Christmas auction. Members were invited to attend. Dr. Eggenesperger asked members to please work on a rotation to insure board representation at each graduation ceremony.

**Executive Session**

No Executive Session was necessary.

**Adjournment**

With no further business, a motion to adjourn was made by Danny Moore; seconded by Sue McGowan. Motion carried. The next quarterly meeting of the BRTC Board of Trustees will be held on February 3, 2022, on the Paragould campus.



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Robert G. Olvey, Secretary

November 4, 2021