



**Board of Trustees Meeting  
Paragould Campus – GCITC Room ITC 105  
August 3, 2017**

Members present: Doug Cox, Ray Noel, Leo Baltz, Ruth Ann Ellis, Carolyn Collins, Danny Moore and Dr. Eric Turner. Member absent: David Coker. Guests: Karen Liebhaber, Rhonda Stone, Martha Nelson, Dr. Sheila Taylor, Alan Decker, and Amanda Dobbs. Vickie French was present to record the minutes of the meeting.

**APPROVAL OF MINUTES**

Ray Noel moved to approve the minutes of the special meeting of July 6, 2017, with a second by Ruth Ann Ellis. Unanimous.

**PRESIDENT’S REPORT: Dr. Eric Turner**

Dr. Eric Turner introduced BRTC’s newest board member, Mr. Danny Moore, from Corning. Mr. Moore currently serves as the President and CEO of Harold Implement in Corning.

**BRAD Child Development: Property Transfer**

Funding has been secured to enable BRAD to expand the facility on the northwest corner of the Pocahontas Campus. Leo Baltz moved the Board of Trustees of Black River Technical College authorizes the deeding of approximately 1.3 acres immediately adjacent to the existing property now housing the BRAD Child Development Center to the City of Pocahontas for the sum of ONE DOLLAR (\$1.00) to allow for expansion of the program. The deed of the property would be subject to a revisionary clause as contained in the original deed of September 2001. Motion seconded by Carolyn Collins. Unanimous.

**Architectural Firm Recommendation**

A committee comprised of the Board of Trustees Finance Committee and College administration functioned as an ad-hoc committee to select a new architectural firm for on-call services. On-call services mean we have an annually renewable contract with a firm we are enabled to use for consultation. Services of this type are the granular type of projects – remodeling projects for the most part. Three firms were interviewed; interviews were conducted on July 11. The Finance Committee recommends the Cahoon-Stelling Architectural firm from Jonesboro. The consensus of the committee was Cahoon-Stelling captured the essence of the services necessary to address the needs of BRTC. Unanimous approval by members.

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**Flood Impact/Recovery Update**

The College is on target for the restoration of buildings by August 20. The millwork and cabinetry in the labs are scheduled to be completed by mid-September, and will not impede college operations. Office furniture is scheduled for delivery during the week of August 7, and if needed, temporary furnishings will be used until the final deliveries have been made. The Correctional Facilities prioritized the Black River order to ensure timely delivery for the start of the school year.

With projects of this scope, opportunities occasionally present themselves to make changes based on the evolving needs of the institution. Two key issues have been addressed by leveraging the opportunities presented by the flood:

1. Consolidate computer lab and testing center in the Gaines Technology Center. This provides more functionality in the building.
2. RCDC Auditorium -
  - a. The seating in the auditorium is thirty years old, and has been damaged twice.
    - i. The College will be receiving an insurance credit of \$13,000 towards new seating, because the first three rows were damaged.
    - ii. The BRTC Foundation graciously funded \$67,000 difference of the price of new seating.
    - iii. There will be some nominal painting cost absorbed by the College in areas unaffected by the flood.
  - b. Updated color palette: seating upholstery, paint, and floor coverings.
  - c. The project will begin after Winter Commencement in December.
  - d. Next summer, efforts will be made to improve lighting and acoustics.

**ACADEMIC AFFAIRS: Dr. Sheila Taylor**

**Higher Learning Commission Update**

Work continues towards resolving the fourteen noted concerns by HLC; several which have been resolved and plans are to have the remainder finalized by September 2017. Sissy Gray, Dean of Assessment and Accreditation, will oversee the steering committee, and is charged with the responsibility of gathering documents and evidence to support everything needed. Dr. Taylor stated it is an excellent team and the Board will have the opportunity to review the assurance report before it is submitted in July. A visit is planned to Chicago to meet with HLC Vice President for Accreditation Relations, Dr. Mary Vanis, BRTC's liaison this fall.

Laddie Hunter, English Instructor, has agreed to serve as primary writer for the Assurance Report. The HLC team visit is scheduled for September 2018.

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**Fall Schedule and Faculty Loads**

With assistance by the Academic Deans and Directors, the fall schedule has been reconfigured by merging low enrolled sections into classes with ten or more students; this limits faculty overloads and the need for adjuncts.

Faculty members who do not have enough courses to teach will be reassigned to other duties supporting the College, such as tutors in the Student Success Center and writing online courses.

**New Faculty**

Matthew Smith has been hired as Director of the EMT Paramedic program, Pat Cagle as Library Director, and Jenine Myers as Director of the Agriculture program.

**INSTITUTIONAL ADVANCEMENT: Mrs. Karen Liebhaber**

**24<sup>TH</sup> IBERIABANK/BRTC Foundation Golf Tournament**

Flyers were distributed regarding the upcoming annual golf tournament scheduled for Friday, October 6, 2017, at Rolling Hills Country Club.

**Holocaust Survivor Series**

BRTC will host its annual Holocaust Survivor Series October 24-25. More information will be shared as details are finalized. BRTC is one of only eight locations in the United States survivors visit.

**“2016-2017 Growing Strong Annual Campaign”**

Last year’s campaign had 100% participation by the Board of Trustees, BRTC Foundation Board, and Administration. The materials for the “2017-2018 Growing Strong Campaign” are being finalized.

**New Scholarship**

A new scholarship has been made available for an Ag student – the Jennifer Wren Memorial Scholarship made possible by the family.

**STUDENT AFFAIRS: Mrs. Martha Nelson**

**Enrollment Update**

Current enrollment has a head count of 959 at the Pocahontas campus and 376 at Paragould. This equates to 14,233 student semester credit hours (SSCH’s) and 949 full-time equivalencies (FTE’s.)

**Grant Funded Positions**

The Career Coach grant with Pocahontas High School was renewed 2017-2018. Lindsay Stewart will serve in this capacity. BRTC was also approved to expand our grant and serve Piggott and Corning High Schools. Rachel Dowdy will split her time between the two schools.

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The TRIO-EOC program has provided the bulk of placement testing and helping students and families with FAFSAs in preparation for enrollment. Three individuals hired for the TRIO program have taken other positions within the college this semester. Interviews for replacements will begin soon.

**FINANCE: Mrs. Rhonda Stone**

**FY16-17 Financial Statement Update**

Review of Operating E & G – Fund 1 - Budget and Actual Income and Expenditures report comparing 6/30/2016 to 6/30/2017 for review. Also for review was the Auxiliary – Fund 3 comparison.

**FY18 Budget Amendment**

Revised FY18 Operating Budget presented, based on revenue and expenditure information from prior and current year figures and includes the results of the voluntary separation offered as of June 20, 2017. Ruth Ann Ellis moved the BRTC Board of Trustees accepts the revised summary budget for FY18 for adoption with adjustments to be made as needed during the fiscal year beginning July 1, 2017 and ending June 30, 2018 with a second by Leo Baltz. Unanimous.

**Colleague**

Finance is live with the new software system. As the transition continues, transactions are being made on both POISE (old system) and Colleague. Payroll is scheduled to go live in January and admissions in the spring. Mrs. Stone will serve as the client-side project manager of the conversion with the resignation of Mike Greene.

**New Employees**

Cindy Chandler has been hired for accounts payable and Linda Bland has been hired as full-time cashier in Finance.

**EXECUTIVE SESSION**

Carolyn Collins moved to adjourn into executive session with a second by Ruth Ann Ellis. Unanimous.

Ray Noel moved to resume regular session with a second by Carolyn Collins. Unanimous.

**OTHER BUSINESS**

**Campus Tour**

Board members were invited for a tour of the facility at the close of the meeting.

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**ADJOURNMENT**

Ruth Ann Ellis moved to adjourn at 2:15 p.m. with a second by Carolyn Collins.  
Unanimous.



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**David Coker, Secretary**

**August 18, 2017**

Also attending the meeting:

Tonya Hankins  
Ramonda Housh  
Brandon Smith, Pocahontas Star Herald