



**Board of Trustees Meeting
Gaines Technology Center – Room 113
November 2, 2017**

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

APPROVAL OF MINUTES

Ruth Ann Ellis moved to approve the minutes of August 3, 2017, with a second by David Coker. Unanimous.

PRESIDENT’S REPORT: Dr. Eric Turner

Angela Flippo, Director of Enrollment Management, was introduced and welcomed to her first meeting.

Flood Impact/Recovery Update

There are three areas in the Gaines Technology Center, including the conference center, which have some outstanding items to complete.

As a result of the flood, an opportunity to make changes based on the evolving needs of the institution have become possible. The Auditorium seating is thirty years old, and has been damaged/repared twice. The College will be receiving a credit of \$13,000 towards new seating and the Foundation Board has graciously agreed to fund the \$67,000 balance from unrestricted monetary gifts by the many supporters of the college. The Foundation’s gift is consistent with the intention and stated purposes: “assist with the development and enhancement of programs and facilities at Black River Technical College for broader educational opportunities for and services to its students, its faculty and staff, its former students, the residents of Randolph County and northeastern Arkansas, and finally to the entire citizenry of Arkansas.”

There will be some nominal painting costs absorbed by the College in areas unaffected by the flood, including the Multipurpose room and western entrance. The project will begin after Winter Commencement in December. Next summer, there are plans to improve the lighting and acoustics.

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Finance Committee Recommendation

The enrollment target of 35,885 Student Semester Credit Hours (SSCHs) reflects a modest 3% increase in enrollment for the 2018-2019 Academic Year. The goal is informed by mitigating factors including the return of Pell grants in the Summer of 2018, and realistic Fall to Spring attrition rates of 10% (based on a three-year trends).

Carolyn Collins moved the Board of Trustees of BRTC recommends the College Administration develop the budget based on 35,885 SSCHs with a second by Ruth Ann Ellis. Unanimous.

Policies and Procedures Updates

A listing of the Policies and Procedures revisions/deletions was provided by the HR Department for review. Some of the revisions are to clarify in-house procedures while others are a result of legislative or ADHE changes.

Ray Noel moved the Board of Trustees for BRTC accept the revisions/deletions of the Policies and Procedures Manual as presented by Administration with a second by David Coker. Unanimous.

ACADEMIC AFFAIRS – Dr. Sheila Taylor

Higher Learning Commission Update

The College is in the process of completing all *Course Level Assessment Data Reports* (CLADR), and the *Program Level Assessment Data Reports* (PLADR). The CLADR measures the degree to which the **course** outcomes have been successfully met, while the PLADR measures the degree to which the **program** outcomes have been successfully met. Currently, the CLADRs are about 90% complete, with 50% completion on the PLADRs. Additionally, the mapping of the General Education courses is complete, which include the following areas of competency: critical thinking, quantitative reasoning, communication, global learning, information literacy, and communication.

Scheduling

The spring schedule has been finalized. A revamped approach to scheduling will include a schedule offering Monday-Saturday classes offered during the day and evenings. The previous schedule worked well when people in the service area were out of work, but the economy is better and people are back to work; the intent is to expand the offerings to better serve the region.

The College is also expanding its online offerings. The faculty are developing more online courses; modest additional offerings will be made in the spring, and with many more in Fall 2018. It is the intention for the majority of the degree programs to be completed in variety of modalities: traditional delivery, online delivery, or a combination of the two – whichever suits the learner's goals. Course and program offering are also being expanded at the Paragould site.

Academic Affairs Employee Updates

- The Office of the Registrar has been moved under the leadership of Academic Affairs.
- Mrs. Tammie Lemmons received a distance education grant providing college opportunities in the areas of Welding and CNA for students finishing or seeking their GED.
- The TOPSS program was expanded to eight schools – Brittany Lawrence is the Coordinator of this program.
- The concurrent offerings are expanding and we will begin offering concurrent credit in the Marmaduke school district in the spring term – Mylea White is the Coordinator of this program.
- Mr. Jason Linam was named the Director of Respiratory Therapy.
- Mrs. Pat Cagle was named the Library Director.
- Mrs. Jessica Alphin, Director of Clinical Education, received the Respiratory Therapist of the Year award, and is the president-elect of the Arkansas Society for Respiratory Care.
- Several members of Academic Affairs have attended and presented at various state conferences this fall, these include the Arkansas Library Association and the Arkansas Community College Conference.

ENROLLMENT MANAGEMENT – Angela Flipppo

Recruiting/Admissions Update

In an effort to expand and enhance the recruiting efforts at BRTC, an enrollment management model has been implemented to enable staff to strategically and intentionally recruit, admit, enroll, and retain traditional and non-traditional students. Restructuring has occurred to better represent the new model. Angie French was promoted to serve as the Director of Admissions. She will be responsible for overseeing the area of recruitment for traditional and non-traditional students. Two full-time admissions counselors in an effort to maximize recruiting. One admissions counselor will be responsible for the Pocahontas area, and the second counselor will take care of the Paragould area. In the past, Mrs. French was the only person employed to actively recruit students for both locations.

Prospective students typically apply to 5 and 6 different institutions of higher learning. Therefore, recruiting efforts are more important than ever as colleges and universities compete for students. In the enrollment management plan, processes and procedures are being reviewed to be more student friendly and streamlining communications within the offices. Previously, departments within Student Services were compartmentalized and did not communicate with students in a holistic manner. Communication flows are being created for prospective students, applicants, parents, high school counselors, and educational programming.

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Weekly applicant reports for the fall and spring semesters are now being generated and submitted to the Director of Admissions and Mrs. Flippo. Monthly and end of the year goals are being developed for the number of applicants, accepted applicants and enrollees for each semester. The Paragould and Pocahtontas locations will be under the same enrollment management plan to ensure both locations are using the same communication plans and the same policies and procedures.

FINANCE: Rhonda Stone

Comparison of FY 18 to FY 17 Operating Budget to Actual as of 9/30/2017

Detailed information was provided for Operating E & G – Fund 1 comparing budget to actual for the periods ended September 30, 2017.

Also provided was a comparative statement of net position – unaudited comparing data from June 30, 2016 to June 30, 2017; a comparative statement of revenues, expenses and changes in net position – unaudited; and a comparative statement of cash flows – unaudited for the same timeframe.

Colleague

All opening balances have been entered into Colleague. Work to translate payroll and all student transactions from the legacy system into Colleague is underway. There are plan to go live with HR/Payroll in January. In preparation, there is the move to an arrears payroll. Moving to an arrears payroll will be more efficient and will also eliminate the chance of overpayment of wages.

Darrin Burns was hired to replace Mike Greene as Director of Technology. Mr. Burns has 12 years of Colleague experience including a POISE to Colleague conversion.

Online Bookstore

The move to the online bookstore this fall has provided an estimated \$150,000 in savings in textbook charges for the students when comparing Fall 2016 to Fall 2017. Mrs. Stone will have an analysis for review at the next board meeting.

Metro Disaster Specialists

A detailed breakdown was provided by Metro which included the structural drying, the cleaning and remediation, and the structural repairs. The report also included the contents manipulation, storage, and cleaning. Insurance is paying all except BRTC's deductible of \$100,000. To date, we have received \$4,170,000, which pays all of the Metro costs less the deductible. A claim has been filed with FEMA for the deductible as well as over \$35,000 in administrative costs related to the flood. FEMA will pay 75%. There will be an additional claim with the insurance company in the \$350,000 range for contents lost in the flood.

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EXECUTIVE SESSION

David Coker moved to adjourn into Executive Session with a second by Ruth Ann Ellis. Unanimous.

David Coker moved to resume regular session with a second by Ray Noel. Unanimous.

Carolyn Collins moved on behalf of the Administration and Board of Trustees, and in recognition and appreciation of faculty and staff and their efforts made to date regarding HLC institutional progress, a one-time bonus of 1.5% be awarded to all faculty and staff which will be payable this calendar year. Motion seconded by Ruth Ann Ellis. Unanimous.

Moreover, in a good faith effort to restore Cost of Living Adjustments (COLA), the FY 19 budget will reflect COLAs as allowed by the institutional success in meeting enrollment goals.

NEXT MEETING DATE

The next meeting of the Black River Technical College Board of Trustees is scheduled for Thursday, February 1, 2018, at the Paragould location. The meeting will begin at 12:30 p.m.

ADJOURNMENT

Ruth Ann Ellis moved to adjourn at 2:40 p.m. with a second by Carolyn Collins. Unanimous.

November 8, 2017

David Coker, Secretary

Also attending the meeting:

Julie Edington
Kellee Hardage
Regina Moore
Ruth Schaa
Brandon Smith, Pocahontas Star Herald