



BOARD OF TRUSTEES REGULAR QUARTERLY MEETING

Paragould Campus – ITC105

September 7, 2023

12:30 p.m.

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

Carolyn Collins, Board Chair, called the meeting to order at 12:30 p.m., welcoming all attending. The next regular quarterly meeting of the Board is scheduled for December 14, 2023, at Pocahontas.

Approval of the May 4, 2023 Minutes

Jeremy Baltz made a motion to approve the minutes from May 4, 2023; seconded by Bob Olvey. Motion carried.

President's Report – Dr. Martin Eggensperger Institutional Updates

Dr. Eggensperger welcomed all those attending. In referencing his summary report, he discussed enrollment and the close-out of the fiscal year with finances. He briefly summarized departmental reports and introduced Cami Alexander, Administrative Assistant, Academic Affairs.

Academic Affairs – Dr. Brad Baine

Dr. Baine gave a summation of his board report and asked for any questions from the board. He highlighted the ACC recognition of Rickie Gunn, welding instructor, as BRTC's Outstanding Staff member. He shared that the PN to RN Transition Program has been approved and classes will begin in January at AMMC. Twenty-seven students have already applied for the twenty-four spots that will be available. BRTC will be hosting the Arkansas Deans Association in Paragould on September 17 and 18. BRTC's own Regina Moore, Distance Education; and Dr. Karen Liebhaber, VP of Institutional Advancement, will be panelists. Jacob Oliva, Secretary for the Arkansas Department of Education will be the keynote speaker. Current Academic proposals were shared. There were no questions.

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. Financial statements were shared. Mrs. Stone highlighted information pertaining to the college's reserves. The college now has a designated balance of \$12.9 million in reserves which is 90.5% of our goal. A list of current, completed and upcoming projects was shared. Chair Collins expressed hopes to see the outside of the college soon reflect how nice the inside now appears. Mrs. Stone and Dr. Eggensperger had just received word from ADHE concerning FY25 Recommended Productivity Funding Distribution. With this being the first year with an overall decrease in productivity there will be no new

funding distributed based on the productivity funding distribution policy. With BRTC seeing a 22.1% positive change in productivity the disbursement of funds projects an increase in our funding of \$118,480 with \$278,828 in incentive funding.

Student Affairs – Jason Smith, JD

Jason Smith, Vice President of Student Affairs, referenced his board summary. Fall enrollment is down 8% in SSCH, as expected after the 13% increase seen previously. He explained how this decrease has occurred. The bulk of the decrease can be accounted due to BRTC's disassociation with the ARNEC program and discontinuance of the night PN class, as well as a decrease in LETA enrollment. These numbers should be recouped with the addition of the PN to RN Transition Program and an increase in cadets in next semester's LETA program. He stated that enrollment is still ahead on the three-year average. He highlighted the upcoming Bucks and Ducks event scheduled for October 12. Welcome Week went well and the new Fitness Studio is now open and proving to be very popular with students as well as staff. He told board members that they, too, are welcome to use the facility. Dr. E shared that BRTC Career Coach, Allison Swann has been recognized as the state's Outstanding Career Coach.

Institutional Advancement – Dr. Karen Liebhaber

Dr. Karen Liebhaber, Vice President of Institutional Advancement updated the board on the recent change in hosting of the website and the stability she hopes this will provide. The Annual Golf Tournament is scheduled for September 29 at Rolling Hills Country Club. At this time \$53,000 has been raised with 28 four-star sponsors (a new record) participating. The Holocaust Survivor Series is scheduled for October 18 and 19. Dr. Liebhaber is meeting with legislators weekly in Little Rock, making connections to help benefit BRTC. She announced that her office has hired Michael Guthrey, Marketing Specialist. Michael is the son of Janna Guthrey.

Human Resources – Julie Edington

Executive Director of Human Resources, Julie Edington shared the list of new hires and the list of open positions being advertised and interviewed at this time. Tiffany Owens has been hired as Part Time Human Resources Assistant. Policy revisions will be addressed in action items. There were no questions from the board.

Institutional Effectiveness – Sissy Gray

Sissy Gray, Executive Director of Institutional Effectiveness, shared highlights from the results of the Sprint 2023 Community College Survey of Student Engagement (CCSSE), a third-party assessment of on-campus student satisfaction and engagement. The Annual Assessment report will be shared at the December meeting. On June 6, 2023, the Institutional Actions Council of the Higher Learning Commission provided formal reaffirmation of BRTC's accreditation. Of note, no interim monitoring was assigned, and the college's next reaffirmation of accreditation will occur in 2028-2029. Mrs. Gray, Dr. Eggensperger and VP Jason Smith have submitted to present at the HLC Conference in April. They hope to share from BRTC's experiences, "From Sanction to Distinction." They are also participating in mock reviews with sister colleges preparing for their HLC visits.

Paragould Operations – Priscilla Stillwell

Priscilla Stillwell, Paragould Executive Director, shared an update on recent and upcoming activities at the Paragould location. Focus on the Paragould campus has shifted to Corporate Education (with Community Education now being the primary focus on the Pocahontas campus). In partnership with ANC the Steelmaking Bootcamp will pilot in September providing an 80-hour course with potential earnings increases for students completing the course. A new partnership with Glen Sain Ford, Inc. will be offering modules for students in auto

technology to earn certifications that will help increase earning capabilities. A question was addressed concerning the location of this training. Mrs. Stillwell stated that it is local.

Action Items

1) 2023 – 2024 Course Catalog and 2023 – 2024 Student Handbook – Offices of Academics and Student Affairs

Members had been emailed these documents to review. Bob Olvey made a motion to approve; seconded by Jeremy Baltz. Motion carried.

2) Promotional Items Appropriation and Funds Transfer for FY 23-24 – Office of Finance and Administration

Rhonda Stone presented information on this item and reasoning for its need. Bob Olvey read the resolution and made a motion to approve; seconded by Sue McGowan. Motion carried.

3) Tuition and Fees Adjustments

Rhonda Stone presented data on this resolution citing the change in nursing programs. David Coker read the resolution and made a motion to approve; seconded by Sue McGowan. Motion carried.

4) Open Bank Accounts

Dr. Eggenberger addressed this resolution to authorize the institution to establish unrestricted demand deposit accounts locally. This will assure the college is being good stewards of the monies entrusted. Bob Olvey read the resolution and made a motion to approve; seconded by Sue McGowan. Motion carried with two abstentions.

5) Updated and Revised Policy and Procedures – Human Resources

Dr. Eggenberger addressed updates and revisions that have been made to the Policy and Procedures Manual with the legislative change eliminating classified positions. BRTC appointed a task force to go through the manual carefully and make both substantial and no substantial changes. Jeremy Baltz read the resolution and made a motion to approve these revisions; seconded by David Coker. Motion carried

6) New Additional Instruction Site

Dr. Eggenberger shared the resolution and explained its necessity to seek recognition of additional locations to ensure compliance with ADHE and HLC. This new site is the G.I.N (Generating Innovative Network) in Paragould. Sue McGowan read the resolution and made a motion to approve; seconded by Jeremy Baltz. Motion carried

New Business

There was no new business to be presented.

Other Business and Announcements

With no other business to be discussed, members were asked to select graduation/pinning ceremonies that they would be able to attend. Janna will send out the list and reminders.

Executive Session

David Coker made a motion that the board go into executive session; seconded by Jeremy Baltz. Motion carried. Sue McGowan made a motion that the board go back into regular session; seconded by Jeremy Baltz.

Adjournment

With no further business, a motion to adjourn was made by Jeremy Baltz; seconded by Sue McGowan. Motion carried. The next quarterly meeting of the BRTC Board of Trustees will be held on December 14, 2023, on the Pocahontas campus prior to commencement.



Robert G. Olvey, Secretary

September 7, 2023

*Meeting Dates: December 14, 2023 (Pocahontas); March 7, 2024 (Paragould);
May 9, 2024 (Pocahontas); September 5, 2024 (Paragould)*