



**Board of Trustees Meeting
Gaines Technology Center
May 5, 2016
12:00 p.m.**

Members present: Dr. Paul Baltz, Doug Cox, Sue Gibson, Leo Baltz, Ruth Ann Ellis, Carolyn Collins, and Dr. Eric Turner. Member absent: Ray Noel. Guests present: Angie Caldwell, Dr. Roger Johnson, Martha Nelson, Karen Liebhaber, and Rhonda Stone. Vickie French was present to record the minutes of the meeting.

Chair Dr. Paul Baltz welcomed members and guests to the meeting.

Dr. Eric Turner presented a plaque to Sue Gibson for her seven years of dedicated service to the BRTC Board of Trustees.

APPROVAL OF MINUTES

Doug Cox moved to approve the minutes of the February 4, 2016 meeting as presented. Motion seconded by Ruth Ann Ellis. Unanimous.

PRESIDENT'S REPORT

Dr. Eric Turner shared highlights of the year:

- Occupied the Health Science Complex since October.
- Relocation of the Fire Science and EMT programs. Respiratory Therapy has been moved to the Martin Building and both EMT and Respiratory Therapy now share quarters and have better lab space. The transition on all three of these programs has gone smoothly.
- Dr. Roger Johnson and his team led in the development of the Agricultural program and subsequent approval by ADHE. The classrooms and labs on the south end of the Martin Building and the greenhouse have been assigned to this program. This summer, those spaces will receive a minor face lift to ready the space for students in the fall. The development of the precision agricultural program will further enhance an anticipated popular academic program.
- TOPSS (Technical Opportunities and Pathways for Secondary Students) is a collaboration with K-12 and BRTC. This initiative is designed to provide students with the opportunity to enroll at Black River while simultaneously in technical programs during the student's junior and senior year. On May 10th, Superintendents Blaxton and Rorex will accompany Dr. Turner to the board meeting of the Department of Arkansas Career Education where he will present the proposed educational and financial model.
- Under the leadership of Daniel Parker, the launch of our comprehensive planning efforts began last fall for the College. We have plans to share our efforts at the August board meeting. Subsequent to sharing the information, the College will then develop action and operational plans in order to accomplish our agreed upon goals intended to lead the institution to be responsive to the marketplace.

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Fire Tower Update

The contract for the Fire Tower was awarded to Bailey Contractors of Jonesboro for \$841,622. This reflects a negotiated lower price than the initial bid. The dirt work began last week and the estimated completion date is September.

Guns on Campus

Sue Gibson moved to reaffirm Policy 6145 which disallows the carrying of a concealed firearm of any type by employees, students, or guests in the buildings or on the grounds of Black River Technical College at its various locations unless specifically allowed under Act 1078 of the Regular Session of the 90th General Assembly, 2015. Motion seconded by Leo Baltz. Unanimous.

Policies and Procedures Updates

Ruth Ann Ellis moved to accept the updates and additions to the Policies and Procedures Manual as presented by the Administration. Motion seconded by Carolyn Collins. Unanimous.

ACADEMIC AFFAIRS

General Education

UCA Articulation Agreement

Dr. Roger Johnson acknowledged the collaboration of Priscilla Stillwell, Regina Moore and Donna Statler in the development of articulation agreements with UCA for 2+2 in AS in Education (midlevel 4-8) and an AS in Education (K-6.) Upon completion of these two year degrees at BRTC, UCA will articulate the credit toward a BS.

Reserve Officer School

Academic Affairs approved (subsequently approved by the President's Cabinet) a Certificate of Proficiency in Reserve Officer School.

STEP Program

Priscilla Stillwell and Amanda Dobbs have developed a pilot STEP (Students Transitioning to Educational Pathways) program which will be available on the Paragould campus this summer. The program is designed to assist high school seniors remove remedial deficiencies before entering college. Students involved in this program will pay a reduced cost.

The College received approval from ADHE to consider a program targeting underclassmen. Mrs. Stillwell and Mrs. Dobbs have written a grant to help with the costs of the program.

Technical Education

College Career Readiness Grant

Angie Caldwell stated the College Career Readiness grant proposal has been submitted and a response is anticipated in June.

PN Graduation

Board members are invited to the pinning and graduation ceremony for the PN students on May 10th, beginning at 6:00 p.m. in the RCDC.

Informational Items

- MOU and Articulation with UCA on the following options:
 - Associate of Science in Liberal Arts and Science: Bachelor of Science in Health Education
 - Associate of Science in Liberal Arts and Science: Bachelor of Science in Health Sciences (Health Services Administration)
 - Associate of Science in Liberal Arts and Science: Bachelor of Science in Nutrition.

These have been approved by ADHE.

- MOU and Articulation with Central Methodist University on the following options:
 - Associate of Applied Science Registered Nursing to Bachelor of Science in Nursing
 - Associate of Applied Science Nutrition and Dietetics to Bachelor of Science Health Services
 - Associate of Science in Business to Bachelor of Science in Business.

No approval required by ADHE for these. Courses are offered online.

- Name Change for the following:
 - AAS Administrative Services to AAS Legal Administrative Services with the addition of two new courses: Paralegal Studies and Legal Research and Writing and dropping: Business and Professional Presentation Techniques and Spreadsheets for Managerial Decisions to keep within HLC standards for 60 credit hours.
 - AAS Health Information to AAS Medical Office Administration. The current name is conflicting with a degree of the same name offered by National Park Community College and UAMS. These two programs are the only two programs certified and approved to offer this specific degree option in the state. The name change will better reflect the skills taught at BRTC in our degree plan.

These items will be submitted for consideration by the ADHE Coordinating Board at the July 30th meeting.

STUDENT LIFE

Martha Nelson stated applications for both campuses are up significantly this spring. Mrs. Nelson indicated the applications are consistently running about 25% ahead of last year. The increased presence in the high schools, and two years of establishing new communication flow and application management processes appears to be coming to fruition.

INSTITUTIONAL ADVANCEMENT

Karen Liebhaber stated the College received \$1,261.54 through the statewide Arkansas Gives online campaign held on April 7th. Mrs. Liebhaber also shared a handout highlighting Foundation Giving to date. The 2nd Annual 5K Run will be held on the Paragould campus June 11th beginning at 8:00 a.m.

FINANCE

Comparison of FY15 to FY16 Operating Budget to Actual

Rhonda Stone shared a detailed Operating E & G – Fund 1 Budget comparing actual data as of 3/31/15 to 3/31/16 along with the budgets for each year.

Auxiliary Comparison

Also provided was a Comparative Statement of Revenues and Expenses for the Auxiliary – Fund 3 as of March 31, 2015 and March 31, 2016.

FY17 Operating Budget

Mrs. Stone presented for consideration the FY17 Statement of Proposed Summary Budget with projected revenues (tuition, fees, other cash income and state appropriations) with expenditures. The cash funds include the projected additional revenues derived from a proposed increase in tuition of \$3 per credit hour which would go into effect in the fall term of fiscal year 2017. No cost of living raises have been budgeted for FY17. Doug Cox moved the BRTC Board of Trustees adopts the FY17 summary budget with adjustments to be made as needed during the fiscal year beginning July 1, 2016 and ending June 30, 2017 and the \$3 per credit hour tuition increase effective in the fall term. Motion seconded by Sue Gibson. Unanimous.

EXECUTIVE SESSION

Motion by Sue Gibson to adjourn into executive session to discuss personnel issues. Motion seconded by Doug Cox. Unanimous.

REGULAR SESSION

Motion by Sue Gibson to resume regular session. Motion seconded by Doug Cox. Unanimous.

PERSONNEL

Employment of Personnel

Motion by Doug Cox the BRTC Board of Trustees employ the attached list of personnel for the fiscal year 2016-2017 as presented. Motion seconded by Carolyn Collins. Unanimous.

FY17 Provisional Positions

Motion by Sue Gibson the BRTC Board of Trustees approves the 44 provisional positions authorized for the college in AC~6-63-305(b) for the fiscal year 2016-2017. The College administration will only establish and use positions when funding for such positions are received from outside sources. Motion seconded by Doug Cox. Unanimous.

OTHER BUSINESS

Graduation

The graduation ceremony for BRTC's students is Thursday, May 12th, beginning at 7:00 p.m. in the RCDC. Guest speaker is Dr. Brett Powell, Director of ADHE.

ADJOURNMENT

Doug Cox moved for adjournment at 3:10 p.m. Motion seconded by Carolyn Collins. Unanimous.



Ray A. Noel, Secretary

May 12, 2016

Also attending:

Amber Green
Regina Moore
Donna Statler

Janna Guthrey
Daniel Parker
Priscilla Stillwell

Brittany Lawrence
Anne Simpson