



**Board of Trustees Meeting
Gaines Technology Center – Room 113
November 3, 2016
12:30 p.m.**

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

APPROVAL OF MINUTES

Ruth Ann Ellis moved to approve the minutes of the August 4, 2016 meeting as presented with a second by Leo Baltz. Unanimous.

PRESIDENT'S REPORT

Planning Initiative Update

Dr. Eric Turner shared updates regarding the Planning Initiative he mentioned at the last board meeting. Various task forces related to each strategic goal are diligently developing action plans, task assignments, and measurable outcomes to be included in the strategic planning document. The plan is built on a five year planning cycle with the strategic goals focused on enrollment and student success, focused educational programming and effective communications, brand awareness, regional leadership through partnerships and educational opportunities, and the development of a college culture of evidence, designed for continuous process improvement. To date, Dr. Turner is pleased with the work occurring.

Projects

Ellucian Colleague Software

The implementation team leaders and key individuals of the college have been assembled and are beginning to meet with the Ellucian consultants. The computer hardware is in the process of being purchased to accommodate the transition and should begin installation within the next thirty days. The formal kickoff was held on Thursday, October 27th.

Fire Tower

BRTC now officially owns the new fire tower and the systems have been tested and are fully functioning. BRTC has the only sprinkler lab in the state. Once the aviation building is sold, the fire academy relocation will be able to be completed.

Campus Safety and Communication

Dr. Turner expressed gratitude for the recent active shooter false alarm on October 20. The lessons learned from January's event clearly informed efforts and protocols.

Finance Committee

In an effort to move the budgeting cycle to an ongoing process and to spread out board budget decision points throughout the year, a resolution regarding the target Student Semester Credit Hours (SSCH) will be presented. SSCH is the foundational piece of the budget.

Additional forthcoming budget decision points include:

February: Tuition and Fees set for upcoming academic year.

May: Approval of the Final Budget

Doug Cox, Finance Committee Chair, moved the Board of Trustees of BRTC recommends the College administration develop the budget based on 36,177 SSCHs (student semester credit hours) for the upcoming 2017-2018 academic year. Motion seconded by Carolyn Collins. Unanimous.

Personnel Committee

Board members received information regarding the Policy and Procedures Additions for consideration:

Reduction in Force: The College reviews, evaluates, and compares policies with other institutions frequently. In the periodic review, it was noted BRTC had no reduction in force guidelines in place, as opposed to our peer institutions throughout the state. This policy adoption is the reflection of consistency throughout the state, and is a matter of sound business practice.

Compensatory Time: The new policy is designed to be compliant with the Fair Labor Standards Act effective December 1, 2016.

Explanations for the updates were presented in the information packet. Carolyn Collins moved to accept the updates and additions for the Policies and Procedures Manual as presented by the Personnel Committee. Motion seconded by Doug Cox. Unanimous.

Annual Trustees Conference

The Arkansas Department of Higher Education Annual Trustees Conference will be held on Friday, December 9th, at the Pulaski Technical College Campus Center in North Little Rock, as last year. The conference will begin at 9:00 a.m. and conclude by 4:30 p.m. Registration is required along with a fee. Please contact Vickie French as soon as possible to let her know if you will be attending.

ACADEMIC AFFAIRS

Technical Education

Dr. Angie Caldwell was pleased to share information regarding TOPSS (Technical Opportunities and Pathways for Secondary Students) data which included: currently there are 17 students (6 – Sloan-Hendrix and 11 – PHS) enrolled in classes on BRTC's campus with 3 enrolled in the Industrial Maintenance – Welding program and 11 enrolled in Allied Health. There are 10 students (2 – Paragould High School and 8 – GCT) taking Nursing Assistant classes on the Paragould campus. There are 12 students participating in Nursing Assistant classes on the Marmaduke campus.

National Technical Honor Society

A ceremony was held on October 27th in which 21 students were inducted into the National Technical Honor Society.

Upcoming Dates

LETA Graduation – Friday, November 18th, RCDC – 1:00 p.m.
Kimbrough Choir Winter Concert – Tuesday, December 6th – Downtown Playhouse – 7:00 p.m.
Respiratory Pinning and Graduation – Monday, December 12th – RCDC – 6:00 p.m.
PN/RN Pinning and Graduation – Tuesday, December 13th – RCDC – 6:00 p.m.
BRTC Graduation – Thursday, December 15th – RCDC – 7:00 p.m.

INSTITUTIONAL ADVANCEMENT

Food Pantry

Karen Liebhaber announced BRTC now has a food pantry to help staff/students in need. Jana Caldwell, Foundation Board member, has provided an iPad as an incentive for giving. Once items have been donated, individuals will be given a chance for the drawing which will take place on November 16th. There have been 5 students taking advantage of the food items to date. The Bread of Life Mobile Food Pantry was on campus in September and October with another date scheduled November 17th. There have been 88 students taking advantage of these food items. Mrs. Liebhaber is optimistic we have a great response before the Thanksgiving holiday.

REACH Sites

The REACH sites are closed for the season. The sites will reopen on weekends and selected dates in April 2017. There is an ongoing discussion regarding ways to incorporate the College's use of these historical sites more in 2017.

STUDENT LIFE

Default Rate

Martha Nelson stated BRTC's FY2013 official 3 year Cohort Default Rate is 22.3% which is a decrease from the previous rate. The prediction is the 3 year FY2014 rate will be approximately 15.6% which will be announced in February 2017. Drew Garland joined the Financial Aid staff as Default Prevention Specialist in 2013 and this lower rate is a reflection of the efforts in default management and responsible borrowing.

TRIO Grant

Mrs. Nelson stated BRTC has been awarded its first TRIO-Educational Opportunity Center grant from the U.S. Department of Education totaling \$1,179,975 over five years. New staff members who have been hired to oversee the program are:

1) Director – Linda Lee; 2) Advisor – Lindsey Stewart; 3) Counselor – Matthew Smith; and 4) Administrative Specialist – Linda Bland. All will be on campus by November 14th and located in the area vacated by the Respiratory Care students next to the Academic Learning Center.

FINANCE

Official Legislative Audit

Board members received the Official Legislative Audit Financial Statements as of June 30, 2015 and reviewed on September 16, 2016 by the Legislative Joint Auditing Committee. Rhonda Stone stated reportable findings described in the audit have been addressed and controls put into place to prevent future misstatements in the financial statements. Doug Cox moved to accept the audit for fiscal year 2015 as filed with the Legislative Joint Auditing Committee and seconded by Ruth Ann Ellis. Unanimous.

Comparison to FY16 to FY17 Operating Budget to Actual 9/30/16

Mrs. Stone presented a detailed comparison of the Operating E & G – Fund 1 Budget as of 9/30/15 to 9/30/16 for review.

Auxiliary – Fund 3 Comparative Statement

Also provided was the comparison of revenues and expenses for the Bookstore, Cafeteria, and Vending products from 9/30/15 to 9/30/16.

EXECUTIVE SESSION

Doug Cox moved to adjourn into executive session with a second by Carolyn Collins. Unanimous.

Doug Cox moved to resume regular session with a second by Ruth Ann Ellis. Unanimous.

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OTHER BUSINESS

The next meeting date of the BRTC Board of Trustees is Thursday, February 2, 2017, on the Paragould Campus. The meeting will begin at 12:30 p.m.

ADJOURNMENT

Leo Baltz moved to adjourn at 3:25 p.m. with a second by Carolyn Collins.
Unanimous.



Ray A. Noel, Secretary

November 9, 2016

Also attending:
Phillip Dickson
Julie Edington
Sissy Gray
Amber Green
Sherry Griggs
Janna Guthrey
Linda Lee
Shannon Ogden
Ruth Schaa
Brandon Smith – Star Herald
Megan Weick