



**Board of Trustees Meeting  
Paragould – GCITC 105  
February 7, 2019  
12:30 p.m.**

Members present: Doug Cox, Ray Noel, David Coker, Carolyn Collins, Danny Moore, Bob Olvey, and Dr. Jan Ziegler. Member absent: Ruth Ann Ellis. Guests: Dr. Sheila Taylor, Jason Smith, J.D., Rhonda Stone, Karen Liebhaber, Priscilla Stillwell, Alan Decker, and Amanda Dobbs. Vickie French was present to record the minutes of the meeting.

Doug Cox welcomed Jason Smith, J.D., new Vice President for Enrollment Management, to his first meeting.

**APPROVAL OF MINUTES**

Ray Noel moved to approve the minutes of the Board of Trustees Meeting of November 1, 2018; as presented, with a second by Carolyn Collins. Unanimous.

**PRESIDENT'S REPORT: Dr. Jan Ziegler**

**HLC Update**

Sissy Gray reported the HLC Board Meeting is scheduled for February 28-March 1, 2019; we should hear from them regarding our probationary status soon after.

**Presidential Search Update**

Dr. Jan Ziegler stated currently there are 34 viable applicants that will be reviewed by the Board Personnel Committee and a representative of Human Resources. This meeting is scheduled for Tuesday, February 19, 2019, at 1:00 p.m. The Search Committee will meet on Thursday, February 21, 2019, at 1:00 p.m. to review each applicant the Board Personnel Committee has deemed as viable for consideration. This process will reduce the number to those selected for interviews in mid-March. A campus visit/open forum is scheduled for early April for those selected for interviews in which faculty/staff/student's/community members can provide feedback to board members. The Board of Trustees will make a decision in mid-April announcing the new President who will assume duties July 1, 2019.

**Tuition and Fees Recommendations**

Rhonda Stone shared information for review regarding the tuition differential proposal for the Allied Health Programs and a recommendation to increase the tuition rate effective with the fall semester by \$2. Danny Moore moved the Board of Trustees of Black River Technical College authorizes the tuition and mandatory fees per semester credit hour be as follows: Tuition: Base - \$96; Phlebotomy - \$106; EMT/Paramedic/Respiratory Therapy - \$116; and Practical Nursing/Registered Nursing - \$126. Mandatory Fees: Technology Fee - \$20; Student Assessment Fee - \$4; Student Success Fee - \$2; and Student Activity Fee - \$2, beginning Fall 2019. Bob Olvey moved to second the motion with unanimous approval by the board.

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**Policies and Procedures Manual Modifications**

David Coker moved the Board of Trustees for Black River Technical College accepts the updates and additions for the Policies and Procedures Manual as presented by Administration. Ray Noel moved to second the motion which was unanimously approved by the board.

**Welding Facility Update**

Dr. Ziegler stated there is the need for a welding facility improvement. Options have been discussed such as the use of the old aviation building. The item was tabled until more detailed costs are determined and other options considered.

**Development of CDL Proposal**

Patti Blaxton has done extensive work on researching and developing a CDL (Commercial Driver's License) training program which would be provided through Corporate and Community Education. By providing a CDL Program, BRTC will give back to our community and our state, as well as benefiting ourselves with a successful and profitable program offering. Carolyn Collins moved the Board of Trustees of Black River Technical College authorizes implementing the four-week CDL Training Program as presented through Corporate and Community Education. Bob Olvey seconded the motion with unanimous approval by the board. It was suggested the trailer could be used as an advertisement site.

**Nursing Restructuring Update**

Tonya Hankins, Director of Practical Nursing and Ramonda Housh, Dean of Nursing and Allied Health, presented an amended timeline regarding the addition of a traditional pathway for the Associate of Applied Science Registered Nursing degree. The revised timeline allows additional time for the Board of Trustees to define physical space and facilities at the Paragould location in order for the pathway proposal to include both BRTC sites. The amended timeline does not delay the acceptance of the first cohort.

In summary, the timeline for the Arkansas State Board of Nursing (ASBN) approval includes:

- Feasibility study completed by July 12, 2019 to include both Pocahontas and Paragould locations as sites for the traditional Registered Nursing program
- Prerequisite Approval September 12, 2019
- Initial Approval January 2020
- Acceptance of first cohort August 2020
- Full Approval September 2021
- Continued Full Approval September 2023

In order for this proposal to be accomplished as outlined, Mrs. Hankins explains there must be a definite commitment to facilities on the Paragould location named by the Board of Trustees on or by May 2, 2019. Without a financial commitment from the Paragould community to help fund a nursing facility on the Paragould location, BRTC will be unable to offer nursing on the Paragould site. Moving forward with the ASBN request for a traditional pathway without definite facilities would exclude the Paragould location from having a traditional RN program for 3 years. This is due to the requirement a new pathway must demonstrate successful national exam pass rates of 75% or higher for 2 consecutive years following full approval before they can begin the one-year process of proposing an additional site or program.

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The proposed traditional Associate of Applied Science Registered Nursing degree is approximately 68-69 credit hours, therefore, the Technical Certificate in Practical Nursing will require revisions to the curriculum in order to decrease it from the current 69-70 credit hours to 42 credit hours. These revisions would require being presented to the ASBN for approval as well.

**Flood Mitigation Project**

David Coker moved the Board of Trustees of Black River Technical College authorizes implementing Phase I of the Flood Mitigation project as proposed by Ben DeClerk in his January 18, 2019 letter. Bob Olvey moved to second the motion with unanimous approval by the board. Phase II would include detailed design, permits, and rights of ways, as required, for the selected alternative. Phase III would include the building and constructing the improvements. Rhonda Stone noted the school's insurance deductible would be expected to change with the July 1, 2020 renewal if there has not be significant progress toward mitigation.

**Adult Education – Paragould Location**

Dr. Ziegler informed the board Tammy Lemmons, Director of Adult Education, has located a building in Paragould to house the Adult Education Program. The location is on Court Street near the Library in a safe neighborhood. This will free up a classroom in the Paragould Academic wing for other classes. The move will take place soon.

**Marshallese Initiative**

Carolyn Collins moved the Board of Trustees of Black River Technical College authorizes implementing the Marshallese Project to become a community partner and educational provider for the growing Marshallese population in Randolph County. Ray Noel moved to seconded the motion with unanimous approval by the board.

**Legislative Updates**

Dr. Ziegler stated one bill she is following closely is sponsored by Representative James Sturch, our newest legislator, written to divert surplus lottery dollars to provide Concurrent Scholarships of \$125 per semester for eligible students taking two classes. Currently concurrent tuition is discounted at 67% at BRTC. The TOPSS (Technical Opportunities and Pathways for Secondary Students) program's grant funding will end this fiscal year. The pilot program was successful and if the Concurrent Scholarship bill passes, this may be a way to continue to help these high school students.

**ACADEMIC AFFAIRS: Dr. Sheila Taylor**

**Spring Semester**

Dr. Sheila Taylor stated classes have begun and are running very well. Classes were offered in the evening and on Saturdays to accommodate working adults in regular classrooms, as well as online offerings. There are 51 new cadets in the Law Enforcement Training Academy (LETA).

**New Program Possibilities**

BRTC has reached out to the Arkansas Division of Childcare and Early Education to determine the exact need for childcare credentialing. The entry level is being met through Corporation and Community Education. Additionally, ways to enhance or modify our business, nursing, welding, and fire science programs are being studied. There are plans to expand BRTC's online course offerings.

**Assessment**

The academic departments are continuing to assess their courses and programs through the use of our Course Level Assessment Data Reports (CLADRs) and Program Level Assessment Data Reports (PLADRs). Sissy Gray will have data analysis to share once the fall semester is complete.

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**Summer/Fall Schedule**

Plans are to have the summer/fall schedule completed by mid-February.

**ENROLLMENT MANAGEMENT: Jason Smith, J.D.**

**Student Life**

Jason Smith has plans to form a new student group and a nontraditional student group in an effort to engage students more. Welcome Week was conducted on the first two days of the spring semester on both sites and was well received.

**Admissions/Recruitment**

Preview Day dates include: 1) Paragould Site – Wednesday, February 27<sup>th</sup>; 2) Pocahontas Site – Thursday, March 7<sup>th</sup>; and 3) Hard Tech Day – Tuesday, March 26<sup>th</sup>, Pocahontas.

Admissions Counselor, Jacquelynn Beal, has conducted recruitment visits to 18 area high schools in Northeast Arkansas and Southeast Missouri.

Mongoose Texting Service was implemented on January 16, 2019, and staff training began on January 22, 2019. Mass texting allows staff the ability to quickly text potential and current student's relevant information.

The Recruit CRM (Customer Relationship Management) system went live in December 2018. Training for staff is going well and will continue throughout the semester.

Spring Enrollment had a 3% growth from 2018's spring semester. SSCHs (Student Semester Credit Hours) were up ½% as were FTE's (Full-time Equivalencies).

**Financial Aid**

The government shutdown is not expected to affect financial aid disbursement for the spring semester.

The Default Rate from the Arkansas Student Loan Authority will arrive later in February.

**Student Life Initiatives**

An online scholarship application is needed. Mr. Smith hopes to have one ready in time for the fall semester.

Mr. Smith has four signature events he has planned to try to engage more students. They are:

1. Ladies Women's Leadership Conference – ASU
2. A trip to the Capitol while legislators are in session
3. Drone Day
4. Duck Call Contest in the fall

**FINANCE: Rhonda Stone**

**Resolution to Authorize Expense Reimbursement for Board of Trustees Members**

Ray Noel made a motion the Board of Trustees of Black River Technical College authorizes expense reimbursement for each board member performing official duties during the calendar year January 1, 2019 to December 31, 2019. David Coker moved to second the motion with unanimous approval by the board.

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**Annual Certification of Solvency**

A document was signed by Dr. Jan Ziegler and Chair Doug Cox for the Chief Fiscal Officer of the State and the Legislative Council, as of December 31, 2018, Black River Technical College had sufficient appropriations and funds available, or will become available, to meet all current and anticipated obligations during the fiscal year ending June 30, 2019, and for the payment of all obligations when they become due.

**Comparison of FY18 to FY19 Operating Budget to Actual as of 12/31/2018**

Detailed information was provided by Rhonda Stone for Operating E & G – Fund 1 Budget to Actual for review by members.

**Auxiliary Comparative Statement of Revenue of Expenses as of 12/31/2018**

Detailed information for the Auxiliary – Fund 3 Budget to Actual was also provided for review by members.

**Unaudited Financial Statements for June 30, 2018**

Each received the Unaudited Financial Statements for fiscal year end June 30, 2018. Members of the Legislative Audit are on campus to perform the FY18 audit.

**INSTITUTIONAL ADVANCEMENT: Karen Liebhaber**

**Events**

Karen Liebhaber shared some upcoming dates:

- Black History Guest Speaker – Toby Daughtery – RCDC – February 19<sup>th</sup> – 10:00 a.m.
- BRTC Foundation Gala – RHCC – March 9<sup>th</sup> – 5:30 p.m.
- Scholars/Donors Luncheon – RCDC – April 5<sup>th</sup> – 11:00 a.m.
- REACH Artifacts Reveal – BRTC Library – May 10<sup>th</sup> – as details are finalized, more information will be available about both events.
- REACH Sites Homecoming Events – Looney Tavern and Rice Upshaw House – May 11<sup>th</sup>
- Paragould 5K Run – Paragould Site – May 18<sup>th</sup> – sponsorships are available.

**"Growing Strong 2019" Campaign Update**

A handout prepared by Mrs. Liebhaber was shared with members with various graphs.

**PARAGOULD REPORT: Priscilla Stilwell**

**Corporate and Community**

Priscilla Stilwell, Paragould Site Director, share information regarding the Paragould Local Electrical Apprenticeship program. Program Director Dennis Gregory is requesting more space to grow the four-year program on their site. There are several local companies using the Paragould Local Electrical Apprenticeship (PLEA) program.

Cyient is another local company requesting help in finding interns for their company and providing specialized training.

**General Education**

A Strategic Planning Committee has been formed to create a 3-5-year plan which coincides with the BRTC Strategic Plan in place. Also a Scheduling Committee was designed to include faculty in the development of the schedule.

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**Community Development**

There has been a request from the Paragould Chamber of Commerce and the Paragould Economic Development Council to explore adding an RN program at Paragould. An adhoc committee has been established to explore the possibilities.

**EXECUTIVE SESSION**

David Coker moved to adjourn into executive session with a second by Carolyn Collins. Unanimous.

Danny Moore moved to resume regular session with a second by Bob Olvey. Unanimous.

**ADJOURNMENT**

Carolyn Collins moved to adjourn at 4:20 p.m. with a second by Danny Moore. Unanimous. The next meeting date is May 2, 2019, at Pocahontas.



February 22, 2019

Also attending the meeting:

Patti Blaxton  
Sissy Gray  
Travis Harris  
Zachary Singleton

Phillip Dickson  
Tonya Hankins  
Ramonda Housh  
Brandon Smith of the Pocahontas Star Herald