



**Board of Trustees Meeting
Gaines Technology Center Conference Room
May 9, 2019
12:30 p.m.**

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

APPROVAL OF MINUTES

Ray Noel moved to approve the minutes of the quarterly meeting of February 7, 2019, special meeting of April 11, 2019, and special meeting of April 16, 2019, as presented, with a second by Bob Olvey. Unanimous.

PRESIDENT'S REPORT: Dr. Jan Ziegler

Policies and Procedures Updates

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. Ruth Ann Ellis seconded the motion, which was unanimously approved by the board.

President's Transition

Dr. Jan Ziegler stated Dr. Martin Eggensperger would join BRTC on June 3, 2019. The last day for Dr. Ziegler will be June 14, 2019. This overlap will present an opportunity for updating Dr. Eggensperger on many items in progress and ongoing. Members and guests are invited to the Eddie Mae Herron Center on June 14 for the Juneteenth Celebration. The evening event will also present the opportunity to meet Dr. Eggensperger, as he has been invited as a special guest. The event will begin at 5:00 p.m.

Nursing Option

Sissy Gray stated that in a effort to offer a traditional RN path, facilities became more of an issue than anticipated for nursing classes at the Paragould Site. Ramonda Housh researched other options and determined ARNEC students from that area can go to the Paragould site using a proctor, which will establish a presence for nursing in Paragould. There are currently 16 (out of 39) RN students who have signed up to take advantage of this opportunity.

Dr. Ziegler followed up stating a grant opportunity is being sought to help with the cost of site preparation and architect fees should the board agree to the purchase of a modular building on at Paragould as previously discussed. Mrs. Housh will present the proposal to the Arkansas State Board of Nursing (ASBN) to offer a traditional pathway for the Associate of Applied Science Registered Nursing degree on both sites with acceptance of the first cohort in August 2020. If grant funding does not materialize, the traditional pathway can be pulled from Paragould's site.

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RFP for Grants PCS

This item will be discussed during Executive Session.

Efficiency Initiative

Mike Greene, Priscilla Stillwell, and Alan Decker, have been chosen to study efficiency options for both sites. Examples: LED lighting, summer usage of buildings, etc.

Flood Mitigation Plan

Dr. Ziegler stated the college is nearing completion of Phase I of the plan presented by Ben DeClerk. Phase II includes the development and details of the earthen berm concept for the bidding process. The estimated cost is \$1,345,000. Rhonda Stone reminded the members that not developing and implementing a flood mitigation plan will put the college at risk of higher insurance deductibles, increasing from \$100,000 to \$500,000 for contents and \$500,000 for building per instance of damage, as well as a substantial anticipated increase in flood insurance cost. Dr. Ziegler has contacted our local legislators who have agreed to approach the Governor for funding through his discretionary funds, as well as other possible agencies.

ACADEMIC AFFAIRS: Sissy Gray

ADHE

Mrs. Gray provided a list of the 22 documents sent to ADHE to address the state's viability requirements. One of the items is a letter of intent for a certificate of proficiency in commercial truck driving.

On April 19, Priscilla Stillwell, Donna Statler, Ramonda Housh, Phillip Dickson and Mrs. Gray attended the quarterly Arkansas Higher Education Coordinating Board meeting in Little Rock. Following the meeting, the group participated in a training hosted by ADHE Academic Affairs staff. This training addressed program viability and program review information. This information was shared with faculty during an inservice held May 1.

ENROLLMENT MANAGEMENT: Jason Smith, J.D.

Fall Enrollment

Mr. Smith reported fall registration is up by 26% when comparing data from same day in 2017 and 15% when comparing data from same day 2016. The transition to Colleague, a new Student Information System, did not allow for tracking data for fall 2018.

FINANCE: Rhonda Stone

Comparison of FY18 to FY19 Operating Budget to Actual

Detailed information was provided for Operating E & G – Fund 1 Budget and Actual for periods ended March 2018 to March 2019 for review.

Auxiliary Comparative Statement of Revenues and Expenses

Also provided was a comparison of Auxiliary – Fund 3 – Revenues and Expenses for periods ended March 2018 to March 2019 for review.

FY20 Operating Budget

Presented to board members, components in the proposed budget include instruction, public service, academic support, student services, institutional support, staff benefits, scholarships, and physical plant operations. Other revenue and expenditure information presented in the \$14,107,728 budget are based upon prior and current year figures. Ruth Ann Ellis moved the BRTC Board of Trustees approves the summary budget for FY20 for adoption with adjustments to be made as needed during the fiscal year beginning July 1, 2019 and ending June 30, 2020. Seconded by Carolyn Collins. Unanimous.

INSTITUTIONAL ADVANCEMENT: Karen Liebhaber

River's Edge

Mrs. Liebhaber stated *The River's Edge* will be offered electronically. The traditional print publication is discontinued, but all news items will continue to be sent to all media outlets, including print outlets. This will result in a significant cost and time savings for the IA department.

Project REACH

May 10th is the Project REACH Cabinet Donor Event in the Library.

May 11th is Project REACH Homecoming at the two sites.

May 16th is a reception for Senator James Sturch, commencement speaker, in the BT Student Lounge.

May 18th is the 5K Run on the Paragould site.

Executive Session

David Coker moved to adjourn into executive session with a second by Bob Olvey. Unanimous.

Bob Olvey moved to resume regular session with a second by Carolyn Collins. Unanimous.

Employment of Personnel

ACT 763 of 2019

Mrs. Stone explained part of the approved budget included a new state-mandated pay plan for classified employees in fulfillment of the Higher Education Classification and Compensation ACT 763 of 2019. All classified employees will receive at least a 1% raise and those in classifications of C110 or lower either will receive 1% or be raised to the new entry level of the classification.

Ray Noel moved that the BRTC Board of Trustees employ the attached list of personnel for fiscal year 2019-2020. Carolyn Collins seconded the motion with the addition to approve the classified salary schedule as presented by the VP of Finance per ACT 763 of 2019 and to amend the budget to include a 1% COLA for nonclassified, classified, and faculty. Unanimous.

FY20 Provisional Positions

Ruth Ann Ellis moved the BRTC Board of Trustees approve the 44 provisional positions authorized for the college for fiscal year 2019-2020. The College administration will only establish and use positions when funding for such positions are received from outside sources. Motion seconded by David Coker. Unanimous.

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OTHER BUSINESS

Upcoming Events

Respiratory Pinning and Graduation is scheduled for May 9 beginning at 6:00 p.m. in the RCDC.

PN Pinning and Graduation is scheduled for May 14 beginning at 6:00 p.m. in the RCDC.

Accreditation Celebration is the semester-end Milestone Awards Ceremony and luncheon, which is being provided by the BRTC Foundation. The event is in the RCDC beginning at 11:00 a.m.

BRTC Graduation is scheduled for May 16 beginning at 6:30 p.m. Senator James Sturch is commencement speaker.

Election of Officers

Doug Cox presented an award to Ray Noel who has served on the board since 1998. His term is through June 30, 2019.

Dr. Ziegler presented Doug Cox a gavel for his two-year term as Chair of the Board of Trustees. His term is through June 30, 2019.

Ray Noel moved to elect Carolyn Collins as Chair for the July 1, 2019 – June 30, 2021 term, David Coker as Vice Chair, and Ruth Ann Ellis as Secretary. Bob Olvey seconded motion. Unanimous.

RCDC Rent Fee Increase and Reaffirmation of No Alcohol Policy

Carolyn Collins moved the BRTC Board of Trustees approve the increase in rental fees for the RCDC from \$200 for the Banquet (which includes the Multipurpose room) to \$300, the Auditorium from \$200 (which includes the Multipurpose room) to \$300, and \$500 if using all areas. Also the discretion to charge from \$100 - \$500 as a deposit depending upon the size of the rental group, and to require extra security at the renter's expense in certain instances. The addition of a documented walk-through by appropriate BRTC staff will be conducted prior to the event and following the event. A designee will meet with our representative to do the walk-through. The walk-through will be added to the checklist for the deposit refund. Second by David Coker. Unanimous.

Alcoholic Beverages

The Board reaffirms no alcoholic beverages will be allowed in any areas of the Randolph County Development Center per Policy 1180C of the Policies and Procedures Manual.

Proposal for Strategic Grant Support Contract

David Coker moved to approve a proposal for the hiring of Heather Walker-Clark (and her team) as a contracted grant writer on a six-month temporary contract beginning June 1, at a cost of \$3,000 monthly. The firm will spend time learning the institution's grant funding needs, and will do grant research and grant development, including grant preparation and submission. If the contract is satisfactory for both parties, an extension may be added. Bob Olvey seconded the motion. Unanimous.

ADJOURNMENT

Bob Olvey moved that the board adjourn at 5:10 p.m. with a second by Ruth Ann Ellis. Unanimous.



May 21, 2019

Also attending:
Phillip Dickson
Julie Edington
Amber Green
Janna Guthrey
Regina Moore
Donna Statler