



**Board of Trustees Meeting
Gaines Technology Conference Center
November 6, 2019
12:30 p.m.**

Members present: Carolyn Collins, David Coker, Ruth Ann Ellis, Doug Cox, Danny Moore, Bob Olvey, Sue McGowan, and Dr. Martin Eggensperger. Guests: Rhonda Stone, Sissy Gray, Jason Smith, J.D., and Dr. Brad Baine. Vickie French was present to record the minutes of the meeting.

APPROVAL OF MINUTES

Doug Cox moved to approve the minutes of the quarterly meeting of August 1, 2019, and the Special Board of Trustees Meeting of August 29, 2019, emailed to each, as presented, with a second by Ruth Ann Ellis. Unanimous.

PRESIDENT'S REPORT: Dr. Martin Eggensperger

Sue McGowan, BRTC's newest trustees member and Dr. Brad Baine, new VP of Academics, were welcomed to their first meeting.

Grant Updates

Dr. Eggensperger was pleased to report the award from Delta Regional Authority (DRA) originally submitted for site work to house a modular building for the nursing program at the Paragould/BRTC site. After the successful partnership with Arkansas Methodist Medical Center (AMMC) for rental space to house the nursing program, DRA has agreed to redirect the majority of the \$153,000 award toward equipment for the program. With these funds, nursing students in Paragould will have access to the same type of equipment in the Health Science Complex.

DRA also awarded a grant of \$100,000 for BRTC's CDL program, which will be run through Corporate & Community Education, under Patti Blaxton's direction. Kenny Higginbotham was hired as the instructor for the program and has worked closely with Mrs. Blaxton to get the program started. Currently, two individuals of Pinnacle (Nielson Bainbridge Group) are in the program using one of Pinnacle's trucks they have graciously allowed for the training. These funds will be used to purchase a new 18-wheeler and additional equipment.

Flood Mitigation Update

A detailed BRTC Flood Mitigation Project update was provided by Ronnie Walker. Heather Walker Clark is preparing a grant for a funding opportunity through FEMA, with help from individuals at the Arkansas Department of Emergency Management. An October 22nd meeting with these individuals set this in motion. FEMA is taking a different approach to disasters, and instead of coming in after such an event, they are researching ways to fund mitigation projects to help prevent or substantially curtail damages. Rhonda Stone is preparing a detailed cost comparative analysis to forward to Ms. Clark and her team for the grant submission date in early January 2020. If we are selected, it will be January 2021 before it will be awarded and Phase III can begin. This grant would cover approximately 75% of the estimated project costs.

Board of Trustees Meeting

November 7, 2019

Page 2

Deferred Maintenance Mandatory Fee

David Coker moved the Board of Trustees of BRTC, upon recommendation of the Finance and Facilities Committee, authorize the implementation of a modest mandatory Deferred Maintenance Fee of \$11 per credit hour effective with registration opening November 8, 2019, with a second by Doug Cox. Unanimous.

Personnel Changes

The following are personnel changes since the last board meeting:

1. Brad Baine announced as Vice President of Academic Affairs.
2. Brittany Hall hired as Admissions/Recruiter at Paragould.
3. Erin Mathews became the Admissions Counselor for Pocahontas and Sheena Finney was hired as a part-time employee for the Customer Care Specialist position vacated by Mrs. Mathews.
4. Amber Richbourg announced she would be retiring in January from Public Safety-Paragould.
5. Dana Clay became Academic Advisor for Allied Health.
6. Alex Avery was hired as an Administrative Specialist I instead of the Specialist III that Dana Clay held.
7. Terran Wheelis resigned from CCE Pocahontas and Amber McClintock was hired in her place as a part-time employee.
8. Pat Cagle resigned as Librarian and Mark Warnick was hired. He begins in January.
9. Dianna Fraley was hired as History Instructor at Paragould.
10. Shauna Taylor was hired as Agri Instructor for Pocahontas.
11. Ray Patey was hired as Chemistry/Physical Science Instructor for Pocahontas.

Policies and Procedures Updates

Danny Moore moved to approve the Policies and Procedures updates and additions as presented by Administration with a second by Bob Olvey. Unanimous.

ACADEMIC AFFAIRS – Sissy Gray

AHECB Approval

During the Arkansas Higher Education Coordinating Board's (AHECB) October 25th meeting, the board approved the following additions and changes:

1. New Certificate Program: Associate of General Studies (AGS) - The AGS is a 60 credit-hour program that we can begin conferring immediately. We have a handful of students who will be graduating in December with the AGS.
2. The board approved offering the AAS in Nutrition & Dietetics 100% online.
3. The board approved the CP in Accounting Assistant, advising the CP can begin now.
4. The board approved a curriculum revision to the CP in Phlebotomy.
5. The board approved a curriculum revision to the TC in Practical Nursing. This revision represents a significant reduction in the number of credit hours. This program will still require an application process. Students will attend Fall, Spring, Intercession, and Summer I. A cohort will only be accepted each fall semester (once a year). There are no prerequisites. This change has been put in place to accommodate the proposed traditional RN pathway that will begin Fall 2020, pending approval.

**Board of Trustees Meeting
November 7, 2019
Page 3**

The following Letters of Notification (LON) will be presented at the January Coordinating Board meeting:

The addition of a Certificate of Proficiency and a Technical Certificate in Medical Coding. David Coker moved to approve the LON for a CP and TP in Medical Coding, with a second by Ruth Ann Ellis. Unanimous.

The addition of a Certificate of General Studies. Ruth Ann Ellis moved to approve the LON for the General Studies certificate, with a second by David Coker. Unanimous.

The addition of a Certificate of Proficiency in Machinist. Doug Cox moved to approve the LON for a CP in Machinist, with a second by Bob Olvey. Unanimous.

Motion by Doug Cox to approve the submission of a Letter of Intent (LOI) to offer a Gunsmithing program including:

- CP in Shotgunsmiting
- CP in Riflesmiting
- CP in Pistolsmiting
- TC in Gunsmithing Technology - Rifle Emphasis
- AAS in Gunsmithing Technology,

with a second by Danny Moore. Unanimous.

Phillip Dickson, Dean of Technical Education, stated if approved, BRTC would be one of only five schools in the US to offer a gunsmithing program. Students will learn to build, assemble, enhance, maintain and the proper upkeep of several types of firearms. They will also be taught by LETA instruction the proper safety precautions.

ENROLLMENT MANAGEMENT – Jason Smith, J. D.

College Mascot

Jason Smith provided background on the process leading to the following idea. Several months ago, a committee was formed through the president's cabinet and the shared governance committee to research a mascot for BRTC. Recent renewed interest resulted in additional research showing that of the 22 two-year colleges in Arkansas, four do not have a mascot, BRTC being one of the four. Mr. Smith introduced BRTC's SGA president, Hadley Rose, and SGA secretary, Daija Williford, to address the board, administration, and guests. Ms. Rose stated she was a part of the research committee. SGA created a petition and collected the necessary number of student signatures for approval. According to the proposal, the students have already set aside the funds solely for the initiative and will purchase and maintain the mascot. Dr. Eggensperger stated, the students are excited about the mascot and unanimously voted to endorse this by the student activity's board, the student government association, and the student ambassadors. The next step will be to form a committee to discuss what the mascot will actually be in addition to its theme and creation. Bob Olvey moved to approve the mascot theme and creation, with a second by Danny Moore. Unanimous.

Mr. Smith stated with a strong economy, enrollment is a challenge. The TOPSS program has taken off. Erin Mathews has been extremely busy as the new recruiter. Brittany Hall has been hired for the Recruiter position at Paragould. The 1st Annual Bucks and Ducks Outdoor Event was a success with \$450 in scholarships awarded. A similar event is planned for Paragould in the Spring offering the same amount in scholarships.

FINANCE – Rhonda Stone

Official Legislative Audit Financial Statements as of June 30, 2018

Doug Cox moved the Board of Trustees of BRTC declare the audit for fiscal year 2018 as presented, with a second by David Coker. Unanimous.

Unaudited Financial Statements for FY19

Mrs. Stone presented detailed comparative information as of June 30, 2018 and 2019. A comparative statement of revenues, expenses and changes in net position as of June 30, 2018 and 2019, and a comparative statement of cash flows as of June 30, 2018 and 2019 unaudited.

Comparison of FY19 to 20 Operating Budget to Actual

Also for review, the budget and actual report for Operating E & G – Fund 1. Shown was the FY19 actual revenue and expenditures. Noted too was FY20's approved budget compared to 9/30/2019 actual revenue and expenditures for review.

Auxiliary Comparative Statements of Revenues and Expenses

For review was a detailed comparative statement of Revenues and Expenses for Auxiliary – Fund 3 comparing periods ending September 2019 and 2020.

INSTITUTIONAL ADVANCEMENT

26th Annual IBERIABANK/BRTC Foundation Golf Tournament

Foundation Chair, Stephanie Sutton, reported a record year for sponsorships and donations at this year's event. There was a large turnout and a perfect day for the event.

2019 "Growing Strong" Annual Campaign

Mrs. Sutton stated the annual campaign runs from July 1st – June 30th of each year. Currently we have donations of \$26,000. We strongly encourage 100% participation by the Board of Trustees and Foundation Board members giving at a level they are comfortable with.

Holocaust Survivor Series

Ann Savage stated Esther Starobin (Rosenfeld) was this year's guest speaker and the attendance was greater than last year. There were three presentations during her two-day visit. Sponsors of the event were Mike and Barbara Dunn, Brett and Karen Liebhaber, First National Bank – Lawrence County, Integrity First Bank and the Foundation SEAS funds.

Kimbrough Choir Fall Concert

The Kimbrough Choir fall performance is scheduled for Thursday, November 21st, in the RCDC Auditorium. Directed by Karen Parish, the performance begins at 7:00 p.m. and everyone is invited.

OTHER BUSINESS

Strategic Plan

Dr. Eggensperger stated it is time to revisit the 2017-2021 Strategic Plan. The college will assess what we have done so far on the plan, will implement the last annual cycle of this long-range plan, and look forward to developing the next five-year plan.

Delta Regional Authority Resolution

Motion by Doug Cox that Board of Trustees of BRTC adopts:

THAT, Rhonda Stone, be and is hereby designated and appointed to perform on behalf of BRTC and has the authority to make those acts and assume any and all duties in dealing with the award with DRA for the Fiscal Year 2019-20 federal award program cycle;

THAT, Rhonda Stone, is hereby authorized to execute and submit any and all documents including, but not limited to, applications, award closing documents, request for funds, status reports to DRA for the Fiscal Year 2019-20 federal award program cycle;

THAT, the Awardee agrees to provide additional funds of \$12,000 for materials and supplies necessary to said award;

THAT, in the event of an administration change, the new Vice President of Finance and Administration shall continue to have such authority under this Resolution;

with a second by Bob Olvey. Unanimous.

Fire Department Partnership

Scott Baltz thanked the Board of Trustees for working with the Fire Department, providing an update on the building modifications, and discussed the advantages of mutually beneficial long-term lease.


EXECUTIVE SESSION

Motion to adjourn into executive session by Ruth Ann Ellis. Seconded by David Coker. Unanimous.

Motion to resume regular session by Danny Moore. Seconded by Ruth Ann Ellis. Unanimous.

ADJOURNMENT

Danny Moore to adjourn at 3:20 p.m. with a second by Sue McGowan. Unanimous.



Ruth Ann Ellis, Secretary

November 19, 2019

Board of Trustees Minutes
November 7, 2019
Page 6

Also attending:

Scott Baltz – Fire Department

Brandi Chester

Julie Edington

Janna Guthrey

Regina Moore

Hadley Rose – SGA President

Steve Shults

Donna Statler

Stephanie Sutton – BRTC Foundation Chair

Daija Williford – SGA Secretary

Patti Blaxton

Phillip Dickson

Amber Green

Trent Ingram

Miranda Reynolds – KAIT 8

Ann Savage

Brandon Smith – Pocahontas Star Herald

Priscilla Stillwell

Ronnie Walker