



BOARD OF TRUSTEES REGULAR QUARTERLY MEETING

Paragould Campus – PAC128

August 4, 2022

12:30 p.m.

Members present: Carolyn Collins, Danny Moore, Sue McGowan, Jeremy Baltz, Stephanie Sutton and Dr. Martin Eggensperger. Members absent: David Coker and Bob Olvey. Cabinet Members and Executive Directors attending: Dr. Brad Baine, Rhonda Stone, CPA, Jason Smith, J.D., Karen Liebhaber, Julie Edington, Sissy Gray and Priscilla Stillwell. Janna Guthrey was present to record the minutes of the meeting. The meeting was available to visitors through Zoom.

Carolyn Collins, Board Chair, called the meeting to order at 12:30 p.m., welcoming all attending. The next regular quarterly meeting of the Board is scheduled for November 3, 2022, at Pocahontas.

Approval of the May 5, 2022 and June 9, 2022 Minutes

Danny Moore made a motion to approve the minutes from May 5, 2022 and June 9, 2022; seconded by Sue McGowan. Motion carried.

President's Report – Dr. Martin Eggensperger Institutional Updates

Dr. Eggensperger welcomed and commended all those attending. In referencing his summary report, he stated that the campus is reviewing the previous fiscal year and seeing success in the budgeting process. Several positions have been vacated for various reasons allowing 14 current employees to be promoted, as well as bringing in new faces to the campuses. Enrollment and finances are looking good at this point.

Academic Affairs – Dr. Brad Baine

Dr. Baine gave a summation of his board report and asked for any questions from the board. He introduced Jason Linam, newly installed Dean of Allied Health. Jason gave a brief introduction and shared information on the new evening/night Practical Nursing program that is beginning this semester. This new program is utilizing grant funding from Delta Regional Authority. Dr. Baine gave a list of recent new hires.

Finance and Administration – Rhonda Stone, CPA

Finance and Administration Office Vice President, Rhonda Stone, C.P.A., presented financial reports contained in the board materials and offered to answer questions. Financial statements were shared. Mrs. Stone commended employees on their efforts in keeping within their budgets this past year. The exit interview following the recent audit for FY21 was clean with no findings. Changes in the organizational chart in the Office of Finance and Administration was covered. Julie Williams, Controller, is now in charge of grants. A list of current, completed and upcoming projects was shared.

Student Affairs – Jason Smith, JD

Jason Smith, Vice President of Student Affairs, referenced his board summary. Summer enrollment was down, as expected. Fall enrollment is trending up with cautious optimism. Currently it is 18.3% above what it was to date this time last year. The recent V.A. Compliance Audit came back clean with no discrepancies. Project Back to Base system is in the works with the help from the IT Department. A very complementary letter from a minority student was read thanking and commending BRTC for efforts in helping those students during a recruitment event. Personnel changes were given.

Institutional Advancement – Karen Liebhaber

Karen Liebhaber, Vice President of Institutional Advancement reported on recent fundraising efforts by the BRTC Foundation. The Annual Golf Tournament is scheduled for September 23. Letters went out earlier than usual with a great response. This office has also had personnel changes with Elizabeth Collins and Kensie Walker resigning. Both have moved on to other opportunities. Planning for the next Holocaust Survivor Series is underway and will again be held virtually but this year a partnership with PBS will help enhance this presentation.

Human Resources – Julie Edington

Executive Director of Human Resources, Julie Edington shared the list of new hires and the list of open positions being advertised and interviewed at this time. She emphasized how the college's mission statement is being seen in the number of recent promotions. BRTC is transforming lives within the college as well as with students. Policy revisions and additions will be addressed in action items. There were no questions from the board.

Institutional Effectiveness – Sissy Gray

Sissy Gray, Executive Director of Institutional Effectiveness, shared updates on the HLC process stating how much the Governor's Quality site visit helped with the overall preparation in gathering documents and information. There are three professional development days planned for faculty and staff – first Fridays of September, October and November. HLC Liaison, Dr. Linnea Stenson, will be visiting campus November 9 and 10. The Assurance Argument will be locked in on March 6, 2023, with the site visit by HLC scheduled for April 3 and 4, 2023. The overall atmosphere seems much more comfortable with this upcoming visit. Productivity funding is showing a first-time increase since the model has been applied.

Paragould Operations – Priscilla Stillwell

Priscilla Stillwell, Paragould Executive Director, shared an update on recent and upcoming activities at the Paragould location. Meetings continue with new businesses and industries looking for ways to best serve through classes facilitated by CCE. Dr. Eggensperger commended both CCE departments on their work to bridge the gap with both non-credit and credit offerings.

Action Items

1) Promotional Items Appropriation and Funds Transfer for FY 22-23 – Office of Finance and Administration

Rhonda Stone presented information on this item and reasoning for its need. Stephanie Sutton made a motion to approve; seconded by Danny Moore. Motion carried.

2) 2022 – 2023 Student Handbook – Office of Student Affairs

Jason Smith presented updates on the Student Handbook. Jeremy Baltz made a motion to approve; seconded by Stephanie Sutton. Motion carried.

3) Updated and Revised Policy and Procedures – Human Resources

Julie Edington, Executive Director of Human Resources presented updates and revisions to Policy 1180A – Use of the Pocahontas Room; Policy 2160 – updated organizational chart/job descriptions; Policy 6151 – Annual Leave; Policy 6152 – Career Service; and Policy 6175 – Leave Without Pay. Sue McGowan made a motion to approve these revisions; seconded by Jeremy Baltz. Motion carried

New Business

There was no new business to be presented.

Other Business and Announcements

With no other business to be discussed, members were asked to select graduation/pinning ceremonies that they would be able to attend. Janna will send out the list and reminders. Dr. Eggensperger invited the board to attend Fall Convocation beginning Monday morning to meet faculty and staff, with breakfast served at 8:30 a.m. Members were encouraged to attend.

Adjournment

With no further business, a motion to adjourn was made by Danny Moore; seconded by Jeremy Baltz. Motion carried. The next quarterly meeting of the BRTC Board of Trustees will be held on November 3, 2022, on the Pocahontas campus.



Robert G. Olvey, Secretary

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