

**Board of Trustees Meeting**

**Paragould – GCITC 105**

**February 6, 2020**

**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: Karen Liebhaber, Rhonda Stone, Jason Smith, J.D., and Dr. Brad Baine. Janna Guthrey was present to record the minutes of the meeting.

Mrs. Collins introduced Janna Guthrey as the new Administrative Assistant to the President, taking the place of Vickie French upon her retirement.

**APPROVAL OF MINUTES**

Doug Cox moved to approve the minutes of the quarterly meeting of November 7, 2019, with a second by David Coker. Unanimous.

**PRESIDENT’S REPORT: Dr. Martin Eggensperger**

Dr. Eggensperger commended the BRTC team on all the work that has been happening in many areas of the college and community. Work is continuing on the flood mitigation plan. At the present we are in communication with the Arkansas Highway Department concerning permission to move a ditch that involves digging under the existing road.

Dr. Eggensperger introduced Stephanie Sutton, Chair of the BRTC Foundation Board. He encouraged the Board of Trustees to consider helping with the auction.

**ACADEMIC AFFAIRS – Dr. Brad Baine**

Dr. Baine shared that his new administrative assistant, Janie Campbell, would begin on Monday, February 17, 2020.

Dr. Baine shared general updates including information on Faculty Friday activities, work on upcoming schedules and academic calendars. Work is continuing on the RN program at AMMC with application numbers growing.

Business & Technology departments are working on various program reviews. Approval has been received for a CP in Medical Coding I and II. Medical Coding III is in the process of being put into an online format. The BRTC Gunsmithing programs have been approved and received support from the chairman of the Arkansas Senate Education committee, Sen. Jane English, Sen. James Sturch, representatives from Sen. John Boozman’s office, Congressman Rick Crawford, and the Arkansas Economic Development Commission and Steve Sparks, and others. The Gunsmithing program will be composed of the following certificates and degree:

* CP in Riflesmithing – beginning Fall 2020
* CP in Shotgunsmithing – beginning Spring 2021
* CP in Pistolsmithing – beginning Fall 2021
* TC in Gunsmithing Technology – Rifle Emphasis
* AAS in Gunsmithing Technology

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In General Studies, BRTC has submitted a Letter of Notification to the Coordinating Board requesting approval to offer a 31 credit-hour Certificate of General Studies (CGS). If approved, the CGS may be awarded for May graduation.

The Distance Education department has completed a promotional video for the Fire Science program and is working on a promotional video for the Student Success office. The Fire Science video was shared with the Board and those in attendance.

The library is now under the direction of Library Director, Mark Warnick. Mr. Warnick has been reviewing the practices and procedures of the library, in an effort to ensure that the department of library services is effectively meeting the needs of the BRTC community.

The 2020A LETA class of recruits has begun with 60 cadets enrolled.

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

The dip in enrollment numbers seem to mirror those throughout the state. Arkansas ranks third in the United States as having the largest decrease in student enrollment.

Student Life Updates:

* Welcome Week conducted on both Paragould and Pocahontas campuses.
	+ Over 320 students participated (180 Pocahontas / 140 Paragould )
* Intramural Program starting – Neal Harwell and Dane Dillion will begin intramural co-ed flag football in Fall 2020. BRTC students will compete against seven area community colleges in jamboree style competitions.
* Black History Month – Student Activities Board will erect five signs at poorly marked African American cemeteries in Randolph and Lawrence counties.

*Financial Aid Updates:*

* Work study program – financial aid office received two grants ($40,000 and $15,000) totaling $65,000 to help fund student workers.
* Financial aid refunds will be disbursed the first week in February.
* Jan Ziegler Pay Back To Go Forward Scholarship – three students were awarded tuition and fees up to six hours equaling $810. This scholarship is specifically for part-time, non-traditional students.

**Finance – Rhonda Stone**

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

Doug Cox 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, 2020, to December 31, 2020. Bob Olvey moved to second the motion with unanimous approval by the board.

*Annual Certification of Solvency*

A document was signed by Dr. Martin Eggensperger and Chair Carolyn Collins for the Chief Fiscal Officer of the State and the Legislative Council, as of December 31, 2019, 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, 2020, and for the payment of all obligations when they become due.

*Comparison of FY19 to FY20 Operating Budget to Actual as of 12/31/2019*

Detailed information was provided by Rhonda Stone for review by members. She shared that changes will be made upon funding of the Career and Technical Center.

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*Auxiliary Comparative Statement of Revenue of Expenses as of 12/31/2019*

Detailed information was provided for review by members. Mrs. Stone shared that moving away from the online bookstore will result in some changes but revenue should remain neutral with rental and other options being made available. The University Center will operate under auxiliary revenue, also.

**Institutional Advancement – Karen Liebhaber**

Karen Liebhaber introduced Stephanie Sutton, Chair of the Foundation Board. Mrs. Sutton, who has served on the Foundation Board since 1996, spoke about the upcoming Gala, March 14 at RCDC beginning at 6:00 p.m. A President’s Reception will precede the evening at 4:45 p.m. Mrs. Sutton also shared the Foundation’s interest in expanding into the Paragould community.

Karen Liebhaber also introduced Elizabeth Collins, English instructor on the Paragould campus, who is now working with Institutional Advancement. Mrs. Collins shared information about the 6th annual Scholarship 5K and 0.0K at the Paragould location which funds the Paragould Scholarship. The board and public were encouraged to participate.

Karen Liebhaber shared upcoming events:

Black History Month Speaker Series Paragould, February 19, 9:30am in PAC 128

 Pocahontas, February 20, 10:00am in RCDC

 BRTC Gala March 14, 6:00pm in RCDC

The importance of social media was expressed with encouragement to all present to help share information when possible.

The mascot process has reached the design company point and an ad company is being interviewed for the job. The reveal is set for mid-August

A summary of legislative updates were shared with members.

**Paragould Site Director Report – Priscilla Stillwell**

* Paragould Corporate and Community have been holding meetings to update programs for fall in conjunction with the new high school center that will be on the Paragould campus. Discussions have included the following programs or classes: Welding, Industrial Electricity and Machine Tool Technology.
* Paragould Corporate and Community have been tasked with working with area industry to establish the need for Industrial HVAC and CyberSecurity as an extension to the Industrial Maintenance program already established.
* Paragould is currently looking for part-time officers to fill the role of retired Officer Amber Richbourg.

**Other Business**

Sissy Gray, Dean of Assessment and Accreditation, shared that the annual Institutional Survey went well. In this new format the process was more user-friendly and understandable. A new Institutional Research team has been meeting concerning data reporting both internally and externally. The annual HLC Conference is scheduled for April.

Dr. Eggensperger introduced the new strategic plan for the college. This plan will also be used in upcoming budget planning as all future plans and expenditures will be tied to the strategic plan.

On behalf of the cabinet, Rhonda Stone commended Dr. Eggensperger on his leadership and efforts in involving the college as a whole in structuring this plan. Bob Olvey made a motion to officially recognize these efforts, with a second by Doug Cox. The motion passed unanimously.

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**Adjournment**

Motion to adjourn was made by David Coker with a second by Doug Cox. Unanimous

Meeting adjourned at 3:30 p.m.

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 Ruth Ann Ellis, Secretary February 6, 2020

Also attending:

Priscilla Stillwell Brandon Smith – Pocahontas Star Herald

Alan Decker Phillip Dickson

Sissy Gray Regina Moore

Elizabeth Collins Stephanie Sutton

Tonya Hankins Ramonda Housh

Meeting Dates: May 7, 2020 (Pocahontas); August 6, 2020 (Paragould);

 November 5, 2020 (Pocahontas); February 4, 2021 (Paragould)