



**Board of Trustees Meeting  
Pocahontas – Gaines Technology Center  
May 3, 2018**

Members present: Doug Cox, Ray Noel, David Coker, Leo Baltz, Ruth Ann Ellis, Carolyn Collins, Danny Moore, and Dr. Eric Turner. Guests: Angela Flippo, Karen Liebhaber, Rhonda Stone, and Sheila Taylor. Vickie French was present to record the minutes of the meeting.

**APPROVAL OF MINUTES**

Ruth Ann Ellis moved to approve the minutes of February 2, 2018, as presented, with a second by David Coker. Unanimous.

**PRESIDENT'S REPORT: Dr. Eric Turner**

**Risk Management**

Dr. Turner shared information regarding BRTC's risk management planning efforts. BRTC's insurers are requesting a flood mitigation plan to be specifically developed. Some initial steps taken in particular categories:

***Business Continuity***

IT: Moodle (LMS) is now hosted offsite to ensure no interruption of service. An aggressive course build agenda has been established to enable the College to deliver course content online to minimize the impact for students. A copy of the website is backed up to the cloud and can be brought online if necessary, and the new enterprise-wide software system, Colleague, is backed up weekly to the cloud.

These efforts are intended to: a) ensure students are effectively served; b) ensure communication to the College's constituents is effective, efficient, and consistent; c) reduce down time; d) reduce risk to IT assets.

***Tuition and Fee Revenue***

After the Pocahontas site was safely evacuated last year, one of the primary concerns was the impact the damage might have on a timely reopening for the fall semester, its effect on students, faculty, and staff, and whether the College would be able to meet its myriad of obligations, particularly to our employees, in a timely manner. To help address this, tuition and fee revenue losses are insured in the event of a natural disaster.

***Flood Mitigation Planning***

Members received a site map and an example of a water berm handout. The site map listed the flood levels of 2017 in each building. The flood mitigation planning effort is being developed using the following principles: 1) keeping water from the buildings, buildings are being prioritized; 2) cost effectiveness; 3) simple implementation.

*Contents Plan*

A building contents plan has been developed to mitigate against flood losses. In the buildings that had relatively low levels of flood waters, each building has been equipped with wooden blocks to keep furniture out of the water. It is a simple, yet hopefully effective tactic.

*Building Plan*

This plan is still under development and its intention is to take some of the buildings out of harm's way. The plan will include various approaches, depending on particular buildings. The water berm mentioned earlier is only one tactic under consideration. The plan is being developed with the assistance of Ben DeClerk.

Compliance with the insurer's planning requirements will be expensive; while the College would like to have iron-clad guarantees flood mitigation systems will work, it will be important for the College to make these planning decisions at the board level in the following months.

*Insurance*

The FY19 budget reflects an anticipated insurance rate increase. The new premium is budgeted at \$115,000. An appreciable deductible increase, but have not received final numbers yet.

**RCDC Facelift**

Dr. Turner invited members for a tour of the auditorium at the conclusion of the meeting to see the results of the work done.

**Policies and Procedures Updates**

Carolyn Collins moved the Board of Trustees for Black River Technical College accept the updates and additions for the Policies and Procedures Manual as presented by Administration with a second by David Coker. Unanimous.

**Presentation**

Leo L. Baltz was presented a plaque for years of service on the BRTC Board of Trustees, 2010 – 2018. Mr. Baltz term runs through June 30, 2018.

**ACADEMIC AFFAIRS: Dr. Sheila Taylor**

**Higher Learning Commission Update**

Work continues on the first draft of the HLC Assurance Report which is due by July 1, 2018, but Dr. Taylor stated the goal is to submit the report prior to the deadline. Laddie Hunter, English Faculty member, is serving as the Assurance Report writer. The site visit will occur on September 10, 11, and 12. Dr. Mary Vanis, BRTC's Liaison, has not notified us of the makeup of the team members. Once the team chair has been identified, Dr. Taylor will contact him/her to determine details of their schedule.

Dr. Turner, Sissy Gray, and Dr. Taylor attended the Higher Learning Commission Annual Conference in Chicago April 7-10. Dr. Vanis indicated BRTC is on the right track for being removed from probation.

**Academic Affairs Updates**

*Certificates of Proficiency*

At the May Arkansas Department of Higher Education Coordinating Board Meeting held in Little Rock, BRTC received approval for two new Certificates of Proficiency programs – Welding and Fire Science. Each of these certificates can be completed by taking four courses (12 credit hours) and can be completed within one semester.

*Mathematics Program*

Donna Statler and Lisa Inman led in the re-tooling (along with other math instructors) of developmental math; lectures and demonstration styles of teaching, along with a math lab component will be available for students who need additional help. Students will also no longer have to take three developmental math courses before they start taking math for credit.

*Retirement*

Ruth Schaa, Business Faculty member, is retiring at the end of the semester. Her reception will be on May 8, from 3:00 – 4:00 p.m., in the Atrium in the Administration Building.

*Faculty Searches*

Interviews will be held to select a new Chemistry instructor to begin teaching in the fall.

**ENROLLMENT MANAGEMENT: Angela Flipppo**

**Admission**

Currently there is a 62% increase in the total number of applications and a 92% increase in accepted applicants. The breakdown:

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**Paragould**

Total applications (Fall 2018): 408

Total applications (Fall 2017): 226

**81% Increase**

Total accepted applicants (Fall 2018): 250

Total accepted applicants (Fall 2017): 111

**125% Increase**

**Pocahontas**

Total applications (Fall 2018): 528

Total applications (Fall 2017): 353

**50% Increase**

Total accepted applicants (Fall 2018): 323

Total accepted applicants (Fall 2017): 187

**73% Increase**

**Recruiting Events**

Several recruiting events have taken place this spring such as Paragould Preview Day, Career Exploration Camp, Pocahontas Preview Day, and Hard Tech Day. Overall, the department is pleased with the prospective student attendance and participation by faculty and staff. More will be planned for the fall semester.

**Student Life**

Neal Harwell, Dean of Students; Amanda Dobbs, Director of Student Affairs; and Mrs. Flippo have created a comprehensive student life plan including monthly co-curricular experience activities, programs, and events centered around specific values linked to the institutional mission. Mrs. Dobbs is creating monthly student newsletter highlighting the month's theme/value with a list of monthly events and activities distributed via email.

**Retention**

Mylea White has joined the Enrollment Management Team as Student Success Coordinator which reflects a positive and student-friendly approach to retention. A student success strategic plan is being developed to provide students the support they need to achieve their goals by focusing on completion.

**Career Coach**

Mrs. Flippo reported the grant approval for a third career coach to be based at the Paragould site.

**FINANCE: Rhonda Stone**

**Colleague**

Student/Financial Aid is live. Students have been registered for the Fall 2018 semester successfully and Financial Aid is importing ISIRs. (ISIRs contain processed student information reported on the Free Application for Federal Student Aid (FAFSA), as well as key processing results and National Student Loan Data System (NSLDS) financial aid history information. ISIRs are sent electronically to schools by the Central Processing System (CPS).) They will soon begin packaging aid for Fall. Account statements and other processes have been accurate so far. Student payment plans have been absorbed by the College which will generate modest revenue from payment plan fees and late fees.

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MyBRTC, the Colleague single sign on portal, is also live. Students are able to access more about their entire experience at BRTC. Students can view pertinent enrollment information, including financial aid, academic advising, account statements, and student activities. The portal is designed to be the source of pertinent information for students. Additionally, the portal provides access for employees to their earnings statements, time entry, and budgets, and other workplace related information.

In July, the College will move to an arrears payroll timeline, employees will enter their leave in the portal and benefit enrollment will also occur inside Colleague.

Mrs. Stone stated the process has begun to start the implementation of Recruit, BRTC's recruiting package, and the Integrated Learning Platform which is the bridge between Colleague and Moodle.

**Unaudited Financial Statements FY17**

The auditors completed the field work at the end of March. Members received the Unaudited Financial Statements for FY17. The information includes audit adjustments noted during the field work, but the preliminary result is no reportable findings.

**Comparison of F17 to FY18 Operating Budget to Actual 3/31/2018**

Members received a comparison of Operating E & G – Fund 1 through 3/31/2018 for FY17 to FY18.

**Auxiliary Comparative Statement of Revenues and Expenses**

Members received a comparative statement of Auxiliary – Fund 3 through 3/31/2018 for FY17 to FY18. The online bookstore ran much smoother for the spring semester. The savings for students was approximately \$200,000 for the year.

**FY19 Operating Budget**

Mrs. Stone used the new Budget Management module to prepare the FY19 budget. BRTC is projected to receive \$6,113,516 from RSA base funding with an additional \$2,216,987 from the Workforce 2000 program for a total of \$8,330,503. Cash funds budgeted total \$5,679,673 and are derived from tuition and fees, auxiliary, miscellaneous revenue, and transfers from unexpended plant funds. Cash funds include the projected additional revenues derived from the increase in tuition approved in the February board meeting.

Other revenue and expenditure information presented in the budget have been based upon prior and current year figures.

Ray Noel moved the Black River Technical College Board of Trustees approves the summary budget for FY19 for adoption with adjustments to be made as needed during the fiscal year beginning July 1, 2018, and ending June 30, 2019, with a second by Ruth Ann Ellis. Unanimous.

**INSTITUTIONAL ADVANCEMENT: Karen Liebhaber**

**New Marketing Campaign**

Ann Savage has begun working on a new Marketing Campaign to have in place by July 1. Plans are underway for K8 commercials as well.

Mrs. Liebhaber stated she has updated Foundation information on GuideStar; enabled giving to the Foundation on BRTC's Facebook page; created two groups on Facebook to encourage engagement and giving: 1) descendants of Project REACH; 2) an alumni group; and setup a PayPal Business account for giving. She also mentioned the many digital communication methods established to reach potential students and interested individuals. A survey revealed the trends faculty, staff and students watch and listen to as they develop their campaign.

**Project REACH**

Mrs. Chris Lewis has been hired part-time to oversee the REACH sites during the summer. The sites are opened on Tuesdays during April – October from 9:00 a.m. – 3:00 p.m. and by special arrangements for groups. The sites are also opened on the second Saturday of these months from 9:00 a.m. – 12:00 p.m. There is a \$3 fee per person to enter both sites. Don Upshaw and his family continue to help with the upkeep of the Rice site.

Applications are being sought to replace Jessica Bailey, who left BRTC to pursue another career. Mrs. Bailey oversaw the REACH projects.

**EXECUTIVE SESSION**

David Coker moved to adjourn into executive session with a second by Danny Moore. Unanimous.

David Coker moved to resume regular session with a second by Ray Noel. Unanimous.

**PERSONNEL**

**Employment of Personnel**

Ruth Ann Ellis moved the Board of Trustees of Black River Technical College employ the list of personnel as presented for fiscal year 2018-2019. The motion was seconded by Ray Noel. Unanimous.

**FY19 Provisional Positions**

David Coker moved the Black River Technical College Board of Trustees approve 44 provisional positions authorized for the college in AC~6-63-305 for fiscal year 2018-2019. The College administration will only establish and use positions when funding for such positions are received from outside sources. The motion was seconded by Leo Baltz. Unanimous.

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**COLA**

Carolyn Collins moved to award a 1.5% COLA for Classified and Auxiliary Staff, and a 1% COLA for faculty and non-classified staff to begin July 1, 2018, with a second by Ruth Ann Ellis. Unanimous. Provisional positions, funded through grants, will need approval from the source to fund the increase.

**COMMENCEMENT**

Commencement is scheduled for Thursday evening, May 17, 2018, beginning at 6:30 p.m. in the RCDC. Daryl Blaxton, Superintendent of Pocahontas Schools, is the guest speaker.

**NEXT MEETING DATE**

The next meeting date of the BRTC Board of Trustees is scheduled for Thursday, August 2, 2018, at Paragould in GCITC Room 105. The meeting will begin at 12:30 p.m.

**ADJOURNMENT**

Leo Baltz moved to adjourn the meeting at 2:35 p.m., with a second by Carolyn Collins. Unanimous.

  
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David Coker, Secretary

May 14, 2018

Also attending the meeting:

Kimberly Adams  
Phillip Dickson  
Julie Edington  
Sissy Gray  
Amber Green  
Lisa Inman  
Regina Moore  
Ruth Schaa  
Susan Shanlever