



**Board of Trustees Meeting  
Paragould Campus – PAC 128  
February 2, 2017  
12:30 p.m.**

Members present: Dr. Paul Baltz, Doug Cox, Ray Noel, Leo Baltz, Ruth Ann Ellis, Carolyn Collins, David Coker, and Dr. Eric Turner. Guests present: Dr. Angie Caldwell, Dr. Roger Johnson, Martha Nelson, and Karen Liebhaber. Member absent: Rhonda Stone. Vickie French was present to record the minutes of the meeting.

**APPROVAL OF MINUTES**

Ruth Ann Ellis moved to approve the minutes of the November 3, 2016, meeting as printed. Motion seconded by David Coker. Unanimous.

**PRESIDENT'S REPORT**

**Ellucian Colleague Software**

The Finance office is in the middle of the conversion process, and is scheduled to "go live," on July 1. Student Affairs are next on the conversion agenda.

**Policies and Procedures**

Members received copies of the policies and procedures updates and additions as recommended by Administration for consideration and approval. Dr. Angie Caldwell addressed several policies (1160, 4106, 4135, 4140, 4325, 7112) related to academics and HLC and Dr. Roger Johnson stated a thorough review of faculty credentialing is underway.

Other personnel policies (6154, 6159) are personnel policy revisions for clarification. Ray Noel moved to approve the updates and additions to the Policies and Procedures Manual as presented with a second by Doug Cox. Unanimous.

**Tuition and Fees Recommendations**

Finance Committee Chair Doug Cox stated an increase in tuition and fees is recommended beginning with the fall semester. David Coker moved the Board of Trustees of BRTC authorizes the tuition and mandatory fees per semester credit hour be as follows: Tuition - \$92; Technology Fee - \$20; Student Assessment Fee - \$4; Student Success Fee - \$2; and the Student Activity Fee - \$2 with a second by Carolyn Collins. Unanimous.

**Strategic Plan**

Daniel Parker, Director of Planning & Research, shared BRTC's new Mission Statement, Vision and Values as adopted along with the Strategic Plan 2017 – 2021 highlighting the goals, objectives, performance indicators, benchmarks and timeline.

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A collaborative effort by faculty, staff and administration, Dr. Turner is pleased with the outcome. Doug Cox moved to approve the Strategic Plan as presented with a second by Leo Baltz. Unanimous. Mr. Parker has also met with the Foundation Strategic Plan Committee to include them in the process.

**ACADEMIC AFFAIRS**

**General Education**

**LETA**

Dr. Roger Johnson stated the LETA program enrolled 58 cadets for the spring semester. Veterans are now eligible to participate in LETA training without agency sponsorship on a self-pay basis. The cost, which includes accommodations through the week, is \$5,500 or \$4,500 if they drive in daily (this pricing structure is consistent with the existing institutional tuition/fee structure).

**Agriculture/Technical Certificate**

The new semester is offering Animal Science with 16 students and Soils with 11 enrolled. This is the first time these classes have been offered. Tom Baker and Lance Schmidt are the instructors.

A National Science Foundation grant has been submitted to expand the agriculture program. Dr. Johnson states, regardless of the outcome of the grant, BRTC would like to increase offerings for our students. A new Technical Certificate in Precision Ag has been sent to ADHE for approval. The certificate has 28 required credit hours. New courses are being developed for this degree in combination with General Education and Technical courses, an example being a Farm Welding course. Ruth Ann Ellis made a motion to approve the Precision Agriculture program. Motion seconded by Doug Cox. Unanimous.

**Renaissance Fair**

Priscilla Stillwell shared plans for a Renaissance Fair to be held on the Paragould Campus on April 28-29. More information will be shared as all the details are finalized. Paragould also has an Archery Club with 11 members.

**Internship Program**

Alan Decker and Mrs. Stillwell are developing an internship program in the Paragould area for technical areas and also office positions. There has been interest in participation by L. A. Darling, Express Personnel, and Anchor Packaging.



## **TECHNICAL EDUCATION**

### **Nursing**

Members are invited to the White Coat Ceremony scheduled for Thursday, February 9<sup>th</sup>, in the RCDC beginning at 6:00 p.m.

Dr. Caldwell stated the PN pass rate was 100%. Currently the RN pass rate is 91%; 48 students graduated with 42 passing and 2 are planning to test soon.

Chicago Bridge and Iron is considering BRTC Paragould as a Welding Certification site. Crystal Campbell of the Motor Vehicle Investigation branch of the Arkansas Motor Vehicle Commission toured the automotive program facilities.

Dr. Stacy Duke and Tiffany Lopez from John Brown University visited recently regarding articulation agreements (offered online) for the AAS Accounting to BS Management Accounting; AAS Entrepreneurship to BS Business Administration; AAS Entrepreneurship to BS Organizational Leadership; and the AAS Business Administration to BS Business Administration.

## **STUDENT LIFE**

### **Enrollment Analysis**

Martha Nelson shared a detailed enrollment analysis comparing fall and spring semesters from 2005 – 2016. Spring 2017 enrollment is 1,422 a slight decrease from last year. SSCH's show students are taking more classes which generate more FTEs.

### **Title IX**

Mrs. Nelson shared a revised Title IX Sexual Harassment Policy, reflective of recent case law and federal policy interpretations. Ray Noel moved for the adoption of the revisions. Motion seconded by Doug Cox. Unanimous.

### **Ex-Offender Admissions Policy**

Mrs. Nelson shared a draft policy developed to address the Admission Policy for Applicants with Prior Criminal History for consideration by the Board. Carolyn Collins moved for the adoption of said policy. Motion seconded by Ruth Ann Ellis. Unanimous.

## **FINANCE**

### **Expense Reimbursement**

Leo Baltz moved for the authorization of expense reimbursement for each board member performing official duties during the calendar year January 1, 2017 to December 31, 2017. Motion seconded by Doug Cox. Unanimous.

**Annual Certification of Solvency**

As required each year, a letter has been drafted to the Arkansas Department of Finance and Administration and signed by both Dr. Turner and Chair Paul Baltz certifying as of December 31, 2016, BRTC had sufficient appropriations and funds available, or that will become available, to meet all current and anticipated obligations during the fiscal year ended June 30, 2017, for the payment of all obligations when they become due.

**Comparison of FY 16 to FY17 Operating Budget**

Prepared by Rhonda Stone for review was the FY17 Operating E & G – Fund 1 Budget and Actual for the periods ended December 31, 2015 to December 31, 2016.

**Auxiliary Comparative Statement**

Also prepared by Mrs. Stone was a comparative statement of revenues and expenses for the Auxiliary – Fund 3 account for the periods ended December 31, 2015 to December 31, 2016.

**Unaudited Financial Statements**

Mrs. Stone shared copies of the unaudited Financial Statements for Fiscal Year ended June 30, 2016 for review. The Auditor is scheduled to arrive on campus February 10<sup>th</sup> to begin the audit process.

**EXECUTIVE SESSION**

A motion by Ray Noel to move into executive session with a second by Doug Cox. Unanimous.


A motion by Doug Cox to resume regular session with a motion by David Coker. Unanimous.

**OTHER BUSINESS**

The next meeting date of the BRTC Board of Trustees is scheduled for Thursday, May 4, 2017 on the Pocahontas Campus. The meeting will begin at 12:30 p.m.

**ADJOURNMENT**

A motion by Carolyn Collins to adjourn at 2:35 p.m. with a second by Leo Baltz. Unanimous.

  
Ray Noel, Secretary

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Also attending:

Alan Decker  
Phillip Dickson  
Amanda Dobbs  
Daniel Parker  
Ruth Schaa  
Brandon Smith – Pocahontas Star Herald  
Priscilla Stillwell