



## **BOARD OF TRUSTEES REGULAR QUARTERLY MEETING**

**February 2, 2023**

**Via Zoom**

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

David Coker, Board Vice Chair, called the meeting to order at 12:30 p.m., welcoming those attending via Zoom. The next regular quarterly meeting of the Trustees is scheduled for May 4, 2023, at Pocahontas.

### **Approval of the November 3, 2022 Minutes**

Jeremy Baltz made a motion to approve the minutes from November 3, 2022; seconded by Bob Olvey. Motion carried.

### **President's Report – Dr. Martin Eggensperger**

#### **Institutional Updates**

Dr. Eggensperger shared a recent declaration of the State's new Governor, Sarah Sanders, declaring February as Career and Technical month. In January he attended the Shot Show in Las Vegas, representing BRTC. The college is seeing increased support from the State Chamber of Commerce. Campuses have been closed since Tuesday for icy weather.

### **Academic Affairs – Dr. Brad Baine**

In referencing his summary, Dr. Baine, Vice President of Academic Affairs, asked for any questions from the board. Dr. Baine shared information on Letters of Notification that have been submitted to ADHE. He emphasized that learning is continuing even with the weather closing.

### **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. She explained Action Items to be presented from her department. These include a resolution to authorize expense reimbursement for board members and a modest tuition adjustment. An update on projects was included in materials showing completed, in-progress and planned projects. Recent personnel changes in the Office of Finance and Administration was shared. The Annual Certification of Solvency was shared. There were no questions from the board.

### **Student Affairs – Jason Smith**

Jason Smith, Vice President of Student Affairs, referenced his board summary. Enrollment was discussed. Mr. Smith explained how figures were determined. After a 13% increase in Fall, spring numbers are somewhat lower with a decline of 1.7% in SSCH. He explained the process in arriving at the census data reflecting this

percentage. There were no questions from the board. Dr. Eggersperger commended the depth of the look into how numbers are determined and the breakdown showing the results. There were no further questions from the board.

#### **Institutional Advancement – Dr. Karen Liebhaber**

Karen Liebhaber, Vice President of Institutional Advancement referenced the department summary provided. The Growing Strong numbers are good. Plans are progressing for the annual Gala/Spring Fling sponsored by the BRTC Foundation Board with RiverBank as Headline Sponsor. The online auction will open on February 16 and close during the Cocktail Reception on March 4. Trustees were asked to begin considering a group donation to the auction. She explained how proceeds from this event are unrestricted for needs as they arise. The board had no questions.

#### **Human Resources – Julie Edington**

Executive Director of Human Resources, Julie Edington referred to her summary, sharing recent new hires and advertised positions. She referenced policy changes/updates to be voted on as Action Items. There were no questions from the board.

#### **Institutional Effectiveness – Sissy Gray**

Sissy Gray, Executive Director of Institutional Effectiveness, reported that BRTC is progressing well with plans for the upcoming HLC review. The Assurance Argument has been moved into the HLC system with evidence linking at 85%. The Assurance Argument will lock on March 6. On February 13 a mock review team will be on campus. Action Items include the recognition of the FY23 Annual Plan. There were no questions from the board.

#### **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. Business After Hours was well attended. The board had no questions.

#### **Action Items**

##### **1) Resolution to Authorize Expense Reimbursements for Board of Trustees Members**

Rhonda Stone presented information on this resolution. Jeremy Baltz read the resolution and made the motion to approve the reimbursement of expenses. Bob Olvey seconded the motion. Motion carried.

##### **2) Policy Changes**

Julie Edington informed the board of the need for changes to better align with verbiage from the State on the definition of a “relative”. Stephanie Sutton read the resolution and made a motion to accept the updates to the Policies and Procedures Manual as presented by Administration. The motion was seconded by Jeremy Baltz. Motion carried.

##### **3) Recognition of the FY24 Annual Plan**

Sissy Gray presented the FY24 Annual Plan and asked that it be recognized by the board. Bob Olvey, read the recommendation and made the motion to formally recognize the BRTC FY2024 Annual Plan. Jeremy Baltz seconded the motion. Motion carried.

#### **4) Resolution to Authorize Tuition for the FY24 Academic Year**

Dr. Eggensperger addressed the resolution for a modest increase in tuition. Stephanie Sutton read the resolution authorizing the proposed increase in tuition of \$5 per semester credit hour effective with the Fall 2023 semester for the FY24 academic year. Bob Olvey seconded the motion. Motion carried.

#### **New Business**

Dr. Eggensperger read a letter of resignation submitted by Stephanie Sutton effective at the conclusion of this meeting of the Board of Trustees. In the letter she stated, "It has come to my attention that my membership on the board is in violation of A.C.A. 6-53-302 due to my husband, Keith Sutton, being an elected official (Mayor, City of Pocahontas)." Dr. Eggensperger asked the board for a resolution of support, should a change occur to override this stipulation, to encourage Mrs. Sutton to reapply for membership. Bob Olvey made a motion; seconded by Jeremy Baltz. Motion carried. The board thanked Mrs. Sutton for her service.

#### **Other Business and Announcements**

##### **1. Possible Attendance at HLC Trainings**

Members were advised of the need for a Special Board of Trustees Meeting in March which will include HLC Training provided by Sissy Gray, Executive Director of Institutional Advancement. A date will be selected and information will be shared.

##### **2. Acceptable Use Policy for BRTC Email – Signature**

Members were asked to sign the Acceptable Use Policy for BRTC Email with the creation of BRTC emails for all Trustees. These will be filed in the office of Computer Services.

#### **Executive Session**

Jeremy Baltz made a motion for the board to go into executive session; seconded by Stephanie Sutton. Motion was unanimous. Following Executive Session, Jeremy Baltz made a motion to reopen the meeting; seconded by Bob Olvey. Motion carried.

#### **Adjournment**

With no further business, a motion to adjourn was made by Bob Olvey; seconded by Jeremy Baltz. Motion carried. Meeting adjourned at 1:52 p.m. The next quarterly meeting of the BRTC Board of Trustees will be held on May 4, 2023, on the Pocahontas campus.



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Robert G. Olvey, Secretary

February 2, 2023

Stephanie Sutton  
1701 Rosewood Street  
Pocahontas, AR 72455

February 2, 2023

Dr. Martin Eggensperger  
President  
Black River Technical College  
Pocahontas, AR 72455

Dear Dr. Eggensperger,

I am writing this letter to inform you of my resignation from the Black River Technical College Board of Trustees, effective immediately.

It has come to my attention that my membership on the Board is in violation of A.C.A. § 6-53-302 due to my husband, Keith Sutton, being an elected official (Mayor City of Pocahontas).

Thank you for allowing me the opportunity to serve on the Board of Trustees. I look forward to seeing many great things happen at BRTC and I will continue to serve and support in any way possible.

Yours Sincerely,



Stephanie Sutton