



**Board of Trustees Meeting
Paragould Site - ITC 105
February 1, 2018**

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

APPROVAL OF MINUTES

David Coker moved to approve the minutes of November 2, 2017, with a second by Carolyn Collins. Unanimous.

PRESIDENT'S REPORT: Dr. Eric Turner

Flood Impact/Recovery Update

Dr. Turner indicated we are within a week or two of being finished with the flood recovery. Every single Black River Tech employee is to be commended for their respective efforts in the evacuation and re-entry, their patience in being displaced during the summer and throughout part of the fall semester. Metro Restoration has been helpful in managing the restoration effort and to ensure we reentered the buildings in a timely manner.

The restoration costs are approximately \$4.5 million dollars (restoration and contents), and affected approximately 100,000 square feet of the Pocahontas site.

Because of two major claims within six years, insurance underwriting is expected to change appreciably. The Arkansas Insurance Department advised to expect a 12-15% rate change, which is being budgeted accordingly. The deductible will also potentially change. The final numbers should be available by mid-April.

The flood presented two opportunities to improve our facilities and make changes based on the evolving needs of the institution. The College absorbed painting costs in areas unaffected by the flood providing an updated color palette with new seating upholstery and floor covering for the auditorium which is expected to be completed soon; along with painting in the multipurpose and entry which will also receive new carpet soon.

The auditorium seating was replaced using a credit of \$13,000 from the insurance and a gift approved by the Black River Foundation Board to fund (from unrestricted donations) the \$67,000 balance needed for the purchase.

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With the restoration and based on the evolving needs of the institution, the consolidation of two classrooms in the Business Technology Center was also completed. The combining of space is complete, and an area is operational as a lab, but the complete consolidation will not occur until this summer.

Policies and Procedures Updates

The presented changes reflect the Academic restructuring and corresponding changes in administrative titles. The new policies are HLC related to ensure the quality and continued improvement of its courses and programs through the outcomes-based assessment of student learning.

Carolyn Collins moved the Board of Trustees for BRTC accept the revisions/additions of the Policies and Procedures Manual as presented by Administration with a second by David Coker. Unanimous.

HLC Update

BRTC's Liaison, Dr. Mary Vanis, will arrive in Memphis this afternoon, and will spend a full day on campus Friday in various meetings with faculty, the HLC steering committee, and the executive team. From every indication, Dr. Vanis is pleased with the institutional progress being made to address the noted concerns. The purpose of the meeting is to demonstrate further progress and to identify gaps in preparation for the fall 2018 site visit.

2018-2019 Tuition and Fees Recommendation

The finance committee of the Board of Trustees recommends a \$2 tuition per semester credit hour increase for the fall 2018 semester.

Ray Noel moved the Board of Trustees for Black River Technical College authorize the tuition and mandatory fees per semester credit hour be as follows: Tuition, \$94 (currently \$92); Technology Fee, \$20; Student Assessment Fee, \$4; Student Success Fee, \$2; and Student Activity Fee, \$2, with a second by Carolyn Collins effective beginning with the fall 2018 semester. Unanimous.

Resolution to Authorize Expense Reimbursement for Board of Trustees Members

Carolyn Collins moved the Board of Trustees of Black River Technical College authorize expense reimbursement for each board member performing official duties during the calendar year January 1, 2018 to December 31, 2018 with a second by David Coker. Unanimous.

Annual Certification of Solvency

This requires a signed statement by the Board Chair and President, certifying that as of December 31, 2017, 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 ended June 30, 2018, for the payment of all obligations when they become due.

Comparison of FY17 to FY18 Operating Budget to Actual as of December 31, 2017

Detailed information provided for review for Operating E & G – Fund 1 budget and actual comparing FY17 to FY18.

Auxiliary Comparative Statements of Revenues and Expenses

Detailed information was provided for review for Auxiliary – Fund 3 of revenues and expenses for period ended December 31, 2017.

Official Legislative Audit Financial Statements as of June 30, 2016

Ray Noel moved the Board of Trustees of Black River Technical College accept the audit for fiscal year 2016 filed with the Legislative Joint Auditing Committee with a second by David Coker. Unanimous.

Unaudited Financial Statements for FY17

Because additional flood data arrived after the publishing of the agenda, the FY17 unaudited financial statements will be emailed after the statements are reconciled.

ENROLLMENT MANAGEMENT – Angela Flippo

Spring Enrollment Data

Eleventh day enrollment data for the spring semester:

	Fall 2017	Spring 2017	Spring 2018
Headcount	1,532	1,434	1,395
SSCH	16,846	15,360	15,523
FTE	1,123	1,024	1,035

Data indicates a 1% increase from Spring 2017 to 2018 when comparing SSCH.

New student enrollment for the Spring 2018 semester increased when compared to last spring at both sites. Fall enrollment (as of January 25th) has also increased.

Dr. Turner stated that any positive movement regarding enrollment is encouraging, particularly with BRTC’s probationary status. Moreover, Turner reiterated the importance of enrollment management to be everyone’s business. In particular, he noted:

Admission/Financial Aid—Streamlined communications, efforts to provide stellar service to students, faculty, and staff, and leveraging scholarships as recruitment tools contribute to enrollment gains.

Marketing and Advancement—The effective use of data to maximize messaging.

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Finance—The availability of additional payment schedules and options adjustments to pay tuition and fees. The textbook rental saved students approximately \$150,000 for the fall semester, enabling students to register for more hours rather than pay for textbooks.

Academics—Course scheduling and offerings based on student needs rather than institutional preferences, coupled with proactive faculty advising provide students with confidence classes will make. Additionally, paradigm shifts in delivery, such as Dietetics, is seeing some initial success.

Enrollment management is the collective sum of institutional efforts.

INSTITUTIONAL ADVANCEMENT – Karen Liebhaber

Black History Speaker Series

Karen Liebhaber invited members to the Black History Speaker Series scheduled for Thursday, February 22nd, at 10:00 a.m. in the RCDC. Cosponsored with the Eddie Mae Herron Center, Dennis Biddle, a former professional Negro League baseball player with the Chicago American Giants team, will be the guest speaker.

BRTC Foundation Gala

The annual BRTC Foundation Gala is scheduled for Saturday evening, March 10th, at Rolling Hills Country Club. This event is one of the two main fundraising events held at BRTC. Tickets are available through the Institutional Advancement office. The event begins with a social hour at 5:30 p.m.

Scholars & Donors Reception

An event bringing donors together with scholarship recipients is scheduled for Tuesday, April 3rd, beginning at 11:00 a.m. in the banquet room of the RCDC. Each was encouraged to attend this special event.

EXECUTIVE SESSION

Carolyn Collins moved to adjourn into Executive Session with a second by David Coker. Unanimous.

Carolyn Collins moved to resume regular session with a second by Ray Noel. Unanimous.

NEXT MEETING DATE

The next meeting of the BRTC Board of Trustees is scheduled for Thursday, May 3, 2018, at Pocahontas beginning at 12:30 p.m.

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ADJOURNMENT

Ray Noel moved to adjourn at 2:35 p.m. with a second by Carolyn Collins.
Unanimous.



David Coker, Secretary

February 12, 2018

Also attending the meeting:

Alan Decker
Sissy Gray
Regina Moore
Ruth Schaa
Brandon Smith – Pocahontas Star Herald