

**Baptist Memorial College of Health Sciences
Board of Directors
Executive Committee Minutes
October 24, 2019**

The Executive Committee of the Board of Directors of Baptist Memorial College of Health Sciences met on October 24, 2019 in the boardroom of Baptist Memorial Health Care Corporation, Memphis, Tennessee. The following is a record of attendance:

Executive Committee Members

Denise Burnett Stewart
Anita Vaughn
Jason Little
Randy King

Staff

Betty Sue McGarvey
Zach Chandler
Loredana Haeger
Cameron Conn
Leanne Smith
Adonna Caldwell
Tammy Fowler
Dina Bachor

Call to Order

Mrs. Stewart called the meeting to order at 2:01 p.m. and began the meeting with prayer.

Approval of Minutes

Mrs. Stewart asked the members if they had any changes to the minutes of the April 18, 2019 meeting. No changes were noted. Mr. Little moved that the minutes be approved as presented, and Mrs. Vaughn seconded the motion. The motion was approved unanimously.

Governance

2020 Officers/Committees/Directors. Dr. McGarvey reviewed that two Board members will be rotating off at the end of 2019 in accordance with the term limits of the Bylaws. Dr. McGarvey also shared the slate of officers for 2020, which included a recommendation that Mrs. Anita Vaughn become Chair and Mrs. Denise Burnett Stewart serve as Immediate Past Chair in accordance with the Bylaws.

Dr. McGarvey presented a portfolio for two potential board members for 2020 to be considered. Dr. McGarvey informed the members that Dr. Howard McMillan and Dr. Alisa Haushalter whom were discussed at the May meeting, asked not be considered for potential directors. Ms. Debby McMillin, who was recommended at the May Board meeting, did accept the position and will join as a director starting in 2020. Dr. Bart Campbell is currently serving as a community member on the Academic Affairs Committee and is recommended as a potential director beginning in 2020. Dr. Maggie DeBon is recommended as a community member for the Academic Affairs Committee. Mrs. Stewart moved to accept the slate as presented, and Mrs. Vaughn seconded; the motion was unanimously approved.

Discussion of Secretary Officer. In addition, Dr. McGarvey recommended that the CEO of Baptist Memorial Hospital serve as Secretary for the Board of Directors. Mrs. Stewart made the motion as presented and Mrs. Vaughn seconded, and the motion was unanimously approved. The recommendation will be presented to the Board at the November meeting.

Financial

Mrs. Leanne Smith presented the FY 2018-19 End of Year financials. The unaudited end of year results highlighted excess revenues over expenses of \$2,121,639. The College reported a slight decrease of about 3% for total revenue and expenses were less than budgeted by approximately 8%. Operations contributed \$1,458,996 or 7.63%; assets increased by approximately \$2.8 million; liabilities increased by approximately \$300,000; and net unrestricted assets increased by about \$2.5 million.

Mrs. Smith reminded the members that prior to year-end, September 2019, a \$1 million transfer was made to the Quasi Endowment Fund as per approval by the Board of Directors. The Quasi Endowment Fund is held by the Baptist Memorial Health Care Foundation for the benefit of the College in order to support future initiatives or other needs. The balance in the Quasi Endowment Fund at year end is \$30,047,460. Additionally, Mrs. Smith shared the amount available for distribution as a rolling 3-year average of the net earnings of the fund. As of September 30, 2019, this average is \$1,583,417.

Mrs. Smith gave an overview of the tuition pricing strategy for the College's recommendation for undergraduate level tuition to increase from \$453 per credit hour to \$462 per credit hour, or 2%, in the 2020-2021 academic year. Mrs. Smith presented the College's updated long-term financial planning model to show the impact of tuition rates on financial goals. Mrs. Smith also gave the College's recommendation for graduate tuition to remain the same at \$650 per credit hour in the 2020 – 2021 academic year. After discussion Mrs. Stewart moved to increase undergraduate tuition rate by 2% and graduate tuition remain the same of \$650 per credit hour in the 2020 – 2021 academic year and to forward the recommendation to the full Board in November. Mr. Jason Little seconded the motion, and it was unanimously approved.

Enrollment Management Update

Dr. Tammy Fowler shared an update on current enrollment for fall 2019, including retention rates. Fall 2019 enrollment was 989 which includes dual enrollment students and represents a decline over three years of 8%. Dr. Fowler reported fall to fall retention rates for 2019 fell from 2018; 78% to 74%. The projected spring 2020 enrollment is 978; 2019 spring enrollment was 978. Dr. Fowler shared with the members some of the strategies currently being implemented for retention as well as a more in-depth analysis regarding retention.

Associates Degrees

Dr. McGarvey discussed the College exploring a Surgical Technology Program, as an Associate's Degree. Dr. McGarvey explained that there is a shortage locally and preliminary work is underway to request startup funding support from the Baptist Foundation. Mrs. Stewart confirmed a shortage locally as well as nationally. Dr. McGarvey shared that the College might approach tuition for this program as a program fee rather than a credit hour fee. This would be more comparable to how other community colleges charge for the same type of program.

Policies

Dr. Adonna Caldwell presented a revision to the Evaluation of the President policy with minor changes. Mrs. Vaughn made a motion to accept the revisions and forward the recommended revisions to the full Board at the November meeting.

Mr. Little seconded the motion, and it was unanimously approved.

Updates

Baptist Jackson Discussion – Dr. Haeger updated the committee that the College was asked to explore the feasibility of a satellite campus in Jackson, Mississippi. Dr. Haeger reported that based on a preliminary review, there are many other higher education institutions in that area offering academic programs in nursing and allied health similar to those at Baptist College. Dr. Haeger shared that the College is still reviewing several other avenues to assist with workforce needs in the area.

Master Facilities Plan Update – Mrs. Smith updated the committee on the progress for the numerous renovations throughout the Campus. Mrs. Smith did share that the Interprofessional Simulation Lab in the Collaboration Building is scheduled for completion in January. Additionally, she gave a brief update on future projects for the College.

Red Flags Update – Dr. Caldwell reported to the committee that the College had no occurrences of identity theft or red flags during FY 2019.

Institutional Effectiveness Update – Dr. Conn reported to the committee that SACSCOC approved the new major, Associate of Science in Neurodiagnostic Technology, effective fall 2019. Dr. Conn also reported that site visitors from the Commission of Collegiate Nursing Education (CCNE) visited the campus to review the Doctor of Nursing Practice (DNP) and upon completion of their review, reported that they found the BSN-DNP program to be in compliance and gave no recommendations for follow up. Dr. Conn reported that site visitors from National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) will be on campus October 28 – 29th.

Executive Session

Mrs. Stewart adjourned the meeting into Executive Session at 2:29pm.

Adjournment

Mrs. Stewart adjourned the meeting at 3:15 p.m.

Respectfully submitted,

Denise Burnett Stewart
Chair

Randy King
Secretary

Dina Bachor
Recorder

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The Executive Committee of the Board of Directors of Baptist Memorial College of Health Sciences met in Executive Session on October 24, 2019 in the boardroom of Baptist Memorial Health Care Corporation, Memphis, Tennessee. The following is a record of attendance:

Call to Order

Mrs. Denise Stewart called the Executive Session to order at 2:33 p.m.

New Graduate Program Update

Dr. McGarvey shared an update on the potential new graduate program, including the intent of Baptist Memorial Hospital to secure an additional 100,000 square foot building near the current campus. Mr. Little shared that final negotiations for the building are underway, and that the potential use of the facility for the program remains very confidential. Securing facilities is a crucial step toward an announcement of plans to begin the program. Board members voiced support for moving forward and asked general questions regarding next steps. An update will be shared in Executive Session at the November Board meeting.

Potential Name Change Discussion

Additional discussion occurred regarding a potential name change from “college” to “university,” particularly if the additional graduate degree moves forward. The members voiced support for the change and asked about the steps that would need to occur. Dr. McGarvey and Dr. Conn have done some preliminary research and found that the steps are minimal, but there would need to be a detailed plan for the change including the use of a marketing firm to assist in the final name. The members asked for the topic to be included in the Executive Session agenda for the November meeting.

Adjournment

Mrs. Stewart adjourned the meeting at 3:15 p.m.

Respectfully submitted,

Denise Burnett Stewart
Chair

Randy King
Secretary

Betty Sue McGarvey
Recorder