Approved 9/14/11
Meeting Minutes
Bluegrass Community and Technical College Board of Directors
Wednesday, June 1, 2011 - 6:00 p.m.
Cooper Campus, Room OB318

Members Present:

Florence Huffman, Chair; Donna Heath-Johnson; Bob McNulty; Bob Rowland; Janella Spencer; Ron Walker

Absent: Annissa Franklin; Dr. Jonah Mitchell; Dudley Taylor

Others Present:

Lisa Bell, Kandi Bennett (incoming SGA President and 2011-12 student representative), Linda Epling, Dr. David Hellmich, Dr. Augusta Julian, Vern Kennedy, Mark Manuel, Tri Roberts, Dr. Palisa Williams Rushin, Charlene Walker, Karman Wheeler

I. Welcome/Introductions

Following a pre-meeting tour of the dental hygiene area renovations and the newly renovated auditorium, Chair Florence Huffman formally called the meeting to order at 6:18 p.m. and welcomed all attendees. She asked all present to introduce themselves. She then requested Dr. Julian to make a presentation in recognition of Janella Spencer and Michelle Harris Shields, whose board terms are ending. Janella was presented with a gift plaque to thank her for service to the board and commitment to the college. Michelle was not present this evening, but she will also be given a plaque in recognition of her service. The new faculty representative for the board is Marcia Freyman who will join the board at its next meeting. Kandi Bennett, the newly elected Student Government President and student representative for next year, was introduced and welcomed.

Dr. Julian then presented the Board Chair with an official chair's gavel, for use this evening and in future meetings. Chair Huffman accepted the gavel on behalf of this and future boards.

II. Business Meeting

A. Approval of Minutes

Minutes from the March 2, 2011 meeting were presented for approval. One correction was noted (Add Michelle Harris Shields to the list of attendees on Page 1.).

Ron Walker moved to approve the minutes as amended, this was seconded by Bob McNulty, and the motion carried.

B. Resolution of Support for Latino Student Success Project

Chief Resource Development Officer Linda Epling gave a brief description of the Lumina Foundation, indicating it was a high honor for BCTC to be invited to submit a grant proposal. The Lumina Foundation is a prestigious national organization, and BCTC has worked with other higher education institutions and agencies to be the lead college for the Latino Student Success Initiative. Ms. Epling stated that Erin Howard of the Multiculturalism and Inclusion area has worked diligently through the Kentucky Latino Education Alliance to promote and bring visibility to BCTC's Latino support initiatives. Charlene Walker, area vice president, noted that Ms. Howard won a state award last year and a local award this year. Ms. Epling read the resolution of support and asked for the board's approval.

Bob Rowland made a motion to support the resolution, Donna Heath-Johnson seconded the motion, and the motion carried. Board Chair Florence Huffman signed the resolution on behalf of the board.

C. Mission Statement Approval

Karman Wheeler, Assistant Vice President for Institutional Effectiveness & Strategic Planning and Interim Director for Institutional Research, reviewed the mission statement draft which had been sent to the board members in their board meeting packets. She reminded the board that the college's mission statement was reviewed every three years and will be presented at the KCTCS Board of Regents meeting in September, for final approval. Internal and external stakeholders have been involved in the process and have reviewed and contributed to the new mission statement. Dr. Julian thanked the board on behalf of the college for their contributions in developing the new mission statement.

Ron Walker proposed a motion to accept the mission statement as written, Donna Heath-Johnson seconded the motion, and the motion carried.

D. Budget Committee Report and 2011-12 Budget Approval

Chair Huffman thanked board committee members and chairs for their work this past year. She asked Donna Heath-Johnson, chair for the Budget Committee, to present their report. Ms. Heath-Johnson reported that the committee had met yesterday to review the 2011-12 budget. Ms. Heath-Johnson reported that the group had a lively and thorough discussion of all areas of the proposed budget with Lisa Bell, Vice President of Finance and Operations. She called on Ms. Bell for the budget report.

Ms. Bell referred to 2011-12 budget items which had been sent to board members in their meeting packets. She reviewed 2011-12 budget highlights:

Total Revenues, Unrestricted: \$58,085,400 (\$48,259,500 = Public Funds)

Total Revenues, Restricted: \$39,985,600 Total Budget: \$98,071,000

Additional highlights included that the college has had \$1,952,300 in state-mandated budget cuts since February 2008, with additional anticipated state cuts of \$699,100 for FY12; \$141,200 has also been set aside from college funds for systemwide priorities in FY12. State appropriations in FY12 have already decreased by \$840,300 from the prior year. The adjunct budget line was increased by \$500,000 to adjust for increasing expenditures. The student tuition waiver budget was decreased to come in line with expenditures. The college has built into the FY12 budget \$2,556,335 in recurring items to support college priorities and \$5,255,147 in Fund Balance to support nonrecurring needs. Approximately one-half of the budgeted Fund Balance has been approved for expenditure. Operating expenses continue to be funded at minimum levels and will be carefully monitored again this year.

Chair Huffman asked for additional questions or discussion. A question arose about the \$492,100 set aside, and Ms. Bell explained this relates to HB305, a bill designed to address the state's Medicaid deficit by moving funds into current year from the second year of the biennium, thus showing as a cut in 2011-12. Expenditures by group and expenditures by program were discussed. With no further questions regarding the proposed budget, Chair Huffman called for a motion to accept the 2011-2012 Operating Budget proposal.

Donna Heath Johnson made a motion to accept the 2011-12 budget proposal and recommend to the KCTCS Board of Regents, Bob Rowland seconded the motion, and the motion carried. A letter from the Board Chair and Dr. Julian indicating board recommendation of the 2011-12 budget will be sent prior to the June meeting of the KCTCS Board of Regents.

E. President's Evaluation Committee Report

Chair Huffman asked Bob McNulty, chair of the President's Evaluation Committee, to bring its report. Mr. McNulty stated the committee had received excellent and detailed materials from Dr. Julian and had met with her prior to the board meeting. The committee was well-satisfied with Dr. Julian's responses to the questions in the guidelines from KCTCS President, Dr. Michael McCall. Mr. McNulty noted that he has received input from Annissa Franklin, who was not able to be present this evening, and her responses and recommendations were taken into consideration.

On behalf of the President's Evaluation Committee, Mr. McNulty noted that they have a positive view of the performance of the college president and thanked her for her commitment to the college. Further details will be discussed in the Executive Session, immediately following the board meeting. Chair Huffman thanked the committee and its chair for their hard work and conscientious effort.

III. Information – Discussion

A. 2010-11 Budget Update

Ms. Bell referred to budget materials sent to the board and commented that it is a good budget report, citing increased enrollment and disciplined expenditures over the past year. Ms. Bell stated that BCTC is still experiencing enrollment growth, but at lower levels than in prior years. She stated that just 18.2% of the total budget comes from state appropriations at \$9,822,051 which continues on a downward trend.

Ron Walker commented that when he first came on the board in 2008, the college was in a dire budget situation. The change has been phenomenal, and he expressed his appreciation, on behalf of the board, to Dr. Julian and to Ms. Bell and the budget department. Chair Huffman asked that the board's appreciation and complimentary remarks be conveyed to those in the budget department. Dr. Julian thanked Mr. Walker and the board. She stated that the college community had pulled together to see this result, and she expressed appreciation for the board's support as well.

B. TRANSFORMATION Initiatives

Referring to the summarized version of the KCTCS TRANSFORMATION Initiatives which were sent to board members in their meeting packets, Dr. Julian gave some highlights of those initiatives. Originally, 136 strategies were identified, but were sifted down and eventually turned into seven initiatives and nine strategies. She stated there were no new monies to fund the initiatives, but support will come from realignments and efficiencies.

Dr. Julian briefly discussed each initiative, as follows:

<u>Curriculum Review</u> – create a technical program development and review process, and create a standardized, rapid-response curriculum and program approval process

<u>Developmental Education</u> – develop alternative models for delivery for reading, writing, and math instruction

<u>Dual Credit</u> – develop an agreement to standardize dual credit offerings using NACEP standards as a framework

<u>Financial Aid</u> – establish unified financial aid standards at all KCTCS colleges

<u>Job Placement and Career Development</u> – provide comprehensive career development and job placement services

<u>Student Services</u> – develop a comprehensive student services delivery model, providing a 24/7/365 call center and help desk for all KCTCS students <u>Transfer</u> – develop an integrated approach using Foundations of Excellence Transfer Focus, and develop partnerships and agreements with four-year institutions by creating pathways for associate degrees to baccalaureate degrees

Chair Huffman thanked Dr. Julian for her report, and asked if all KCTCS presidents were involved in the TRANSFORMATION Initiatives. Dr. Julian responded that all were involved, and peer teams worked to generate ideas and produce final initiatives.

C. Board Communications

Chair Huffman suggested that a board retreat be held sometime during August or September, and gave a general purpose for the retreat. One item on the agenda could be general board governance and statutes. Lyle Hanna, president of Hanna Resource Group and Chairman of the Board at The Board Authority, might be asked to present and Chair Huffman, who is working with this project, could also present. Other possible topics could be planning for the upcoming year, including college focus and goals. Dr. Julian stated she would welcome the opportunity to work with the board with extended time to do strategic thinking and planning.

It was decided that Wednesday, September 14 be the date for the board's September meeting. Various dates and times for a retreat were discussed, including incorporating it into the September board meeting. Others suggested a different day might be more helpful for a focus on strategic issues with an afternoon and early evening schedule as for earlier board retreats. After some discussion, Dr. Julian suggested that she would send out possible dates and times for a retreat, board members could respond and give their preference, and a date would be selected.

Chair Huffman reminded the group that May 2011 Commencement programs were available to those who were not able to attend. She commented that this year's graduation was a very festive occasion, and the keynote speaker, Judge Sara Combs, gave an excellent and uplifting commencement address.

IV. Announcements

Chair Huffman asked if there were any other announcements. It was noted that Janella Spencer and other program faculty are proud that the Dental Hygiene Program, Division of Allied Health, has just achieved a 100% pass rate on national board exams. The board commended Janella for this excellent news.

Dr. Julian asked Tri Roberts to report on the Glitz event held recently in Winchester. Tri stated this was the fifth such event held in Winchester, and this year had a Derby theme. He reported that at least \$52,000 was raised, and this amount will be matched by KCTCS. The funds will be used for scholarships and campus and program support.

Dr. Julian reported that the six-year capital plan has been completed for KCTCS. BCTC's Newtown Campus project is listed as #4. It was hoped that this project would be ranked higher on the KCTCS list. She remarked that the Georgetown campus project is listed as #11. Dr. Julian stated that a tour of the Newtown site will be held next week, on June 9, for the Kentucky Legislative Caucus members. The event will begin at 4:30 p.m. with a welcome and a light supper, to be followed by a tour at 5:30 p.m.

Dr. Julian discussed a recent magazine article in which BCTC is featured. She gave an interview for the *Education Executive* magazine, and stated it gave good coverage for BCTC. A copy was available for board members to review.

Dr. Julian mentioned that there is discussion on asking the KCTCS Board of Regents to consider the idea of not requiring colleges to use "technical" in the colleges' names. She asked board members to think about this idea, and the image of the college and how the college wants to promote who we are. The Board of Regents may act on this issue at their September meeting.

Charlene Walker invited board members to attend the upcoming KY-WV LSAMP Science, Technology, Engineering and Mathematics (STEM) camp graduation on July 1, at Transylvania University. Dinner will be served at 6:30 p.m., to be followed by the induction of the fourth group of Kentucky Scholars into the C.A.R.N.E.G.I.E.-H.A.L.L. experience for high school juniors aspiring to achieve careers in the STEM disciplines.

V. Executive Session – President's Performance Review

At 7:55 p.m., with no further business to come before the board, Bob Rowland proposed a motion to adjourn the regular meeting and to go into Executive Session for the purpose of discussing the president's review (KRS 61.810(1)(f). This was seconded by Ron Walker, and the motion carried. The Executive Session began at 7:56 p.m.

At 8:30 p.m., Mr. Walker proposed a motion to adjourn the Executive Session and return to regular session. This was seconded by Mr. Rowland, and the motion carried.

Regular session resumed at 8:30 p.m. Chair Huffman stated she would prepare a letter on behalf of the board to be sent to KCTCS President Michael McCall, giving the board's findings and recommendations regarding the president's performance evaluation.

Mr. Walker proposed a motion to adjourn the regular session of the board of directors. This was seconded by Mr. Rowland, and the motion carried.

The June 1, 2011 meeting of the BCTC Board of Directors was adjourned at 8:32 p.m. The next regularly scheduled meeting of the Board is September 14, 2011.

Respectfully submitted,

Sylvia Williams,
Office of the President