

Approved 9-3-08

Meeting Minutes – Budget Retreat
Bluegrass Community and Technical College Board of Directors
July 14, 2008
Winchester Campus

Members Present:

Bob McNulty, Vice Chair; Becky Critchfield; Annissa Franklin; Florence Huffman; Dr. Jonah Mitchell; Bob Rowland; Marakeshia Smith; Janella Spencer; Luke Taylor; Ron Walker

Guests:

Dr. Augusta Julian, Dr. Dave Hellmich, Dr. Palisa Williams Rushin, Vern Kennedy, Tri Roberts, Ren Bates, Lisa Bell, Charlene Walker, Karman Wheeler

I. Welcome

Board Vice Chair Bob McNulty welcomed all board members and BCTC administrators to the new Winchester - Clark County Campus. The meeting was called to order at 4:10 p.m.

II. College Overview

Dr. Julian gave a brief overview of the agenda. She then discussed the college organizational structure. She asked each vice president to also give a brief overview of their areas.

Dr. Hellmich distributed a handout about the Academic Affairs sector and praised BCTC's excellent faculty. He mentioned the Curriculum Committee and several faculty members who had been given special recognition in the past few months. These included Kathy Swango, Mike Binzer, Mark Welch, and Tracy Knowles.

He also mentioned Teresa Tope who has had a major leadership role in the new Arts on Campus initiative. Tim Davis, also a full-time faculty member, has had a major role in developing BCTC's new theatre program and productions. Dr. Hellmich stated that a new college/community chorale group is doing excellent work. He noted that the BCTC film program is gaining national recognition, and the University of Kentucky is seeking assistance from the BCTC faculty in an effort to enhance their theatre and film production activities.

Dr. Hellmich reported that online program enrollment in 2003 was 1,225, but has expanded to 2,958 last fall. This is our largest growth area for the college.

Dr. Rushin distributed materials to the board and described the 17 functions under the Student Development and Enrollment area. Lisa Bell, who has assumed the role of Vice President for Finance and Operations, discussed the budget and finance areas, including billing and accounts receivable, accounts payable, payroll, procard purchasing, and the operations area including facilities management.

Dr. Julian then asked Tri Roberts to give an overview of his area, noting that his title may change, as the college looks at administrative functions and responsibilities. Mr. Roberts is currently Dean for Extended Campuses. He invited the board to meet at the Danville and Lawrenceburg campuses in the future. He gave a brief history of the new 23,000 square-foot Winchester - Clark County Campus, which opened in May, 2008. The official dedication and ribbon-cutting will take place in late September, 2008. He also reported that planning is ongoing for the Georgetown Campus, in anticipation of state funds becoming available for construction of the new campus. Regency Campus will have a focus as a "business" campus this fall.

Corrections Education includes Blackburn, Northpoint, and a small presence in Frankfort. Tri also administers Adult Education and English as a Second Language (ESL) plus the Opportunity College, our high school dual-credit and dual-enrollment offerings. A new area of responsibility is college switchboards, customer service, and mail services.

Charlene Walker distributed examples of programs under the Multicultural Affairs area. She mentioned a possible new name for her area (Multiculturalism & Inclusion), but this has not yet been determined. She discussed the Latino/Hispanic programs, internationalizing the curriculum, dealing with diversity, recruitment efforts, intramural basketball and soccer. Much has been accomplished in these areas, and efforts will continue in bringing multicultural students into these programs.

Since Mark Manuel was not able to attend the board of director's retreat today, Dr. Julian gave a brief update on activities in the Corporate and Community Development area.

III. Budget Overview

The members moved to an adjoining room to view the budget presentation. Dr. Julian indicated this is a presentation that was given at a Faculty-Staff meeting in February, and it gives a good background to the budget situation. She discussed the history of the college finances in the last two years.

After the presentation, members returned to the conference room to continue discussions. Lisa Bell explained some of the causes for the situation the college finds itself in at this

time. No one factor is to blame, but many factors contributed to the current situation. For example, fees charged to students at the university were discontinued under KCTCS policy. Additionally, the decrease in college enrollment meant not meeting projected tuition revenue. Ms. Bell explained that the collection process for past due tuition or other payments is improving as the college moves to State revenue collections instead of through collections companies. We should realize better returns in the future. We need to continue to make faculty aware of issues concerning students who do not attend regularly or who drop out, since the college is obligated to return Title IV financial aid funds for these students. Much discussion ensued regarding cancelling students and collecting bad debts. Ms. Bell stated she would get 2008-09 budget figures, and this would be sent to board members. There was discussion about specific accounts which have been historically underfunded. Jonah Mitchell asked for information on what he termed “troublesome hotspots” to be watched carefully in the upcoming year.

Dr. Rushin stated she is predicting a flat enrollment growth due to factors such as the high cost of gasoline and the rising cost of living, which directly affected students’ ability to attend college. She did report a small enrollment growth in the distance learning area for Fall. Dr. Rushin reported that this past spring showed a small increase on all campuses, so she feels optimistic for the future.

The question arose about growth potential here at the new Winchester - Clark County campus. Tri Roberts stated that last fall 65 sections had been offered, but for Fall 2008, 83 sections will be offered. Recruitment work has been strong, and recruiters have been working all year, especially with high school students. Vern Kennedy reported much activity in marketing and advertising throughout Clark County and surrounding areas.

Dr. Julian stated that the college cannot cut operating expenses any further without damaging programs and services, and if the college does not meet tuition and enrollment projections, staff lay-offs may become necessary. However, she stated this would be a “last resort” effort in order to bring the budget into alignment. She reported that operating budgets have been cut up to 40% from last year’s figures, and some sectors have taken larger cuts such as in Information Technology Services with an overall 52% cut in the last two years. Bob Rowland stated that state allocations must be what have been promised, or the college will suffer as will all of education.

Dr. Julian noted that it is better to retain students rather than only attempting to seek new students, and therefore much increased effort is being done in the retention area. Ron Walker inquired about grants and whether the college should be more active in seeking grants. Dr. Julian replied that the college was working very proactively in seeking grants and would continue to do so.

There are other budget related efforts. For example, Dr. Julian reported that the college will institute a “pay-for-print” strategy, in an effort to curtail printing and gain some efficiencies. Students will learn to conserve, therefore saving printing costs. Additionally, a security fee has been approved by KCTCS. No other fees are allowed by KCTCS.

Dr. Julian pointed out the Public Funds Allocation Model in materials distributed to the board, which shows the factors considered in determining the college allocations. She also pointed out KCTCS budget policies and the responsibilities of the board.

IV. Strategic Planning and Budgeting

Dr. Julian asked the board to adjourn once again to the adjoining room for a Strategic Planning Progress Report to be presented by Karman Wheeler. After the presentation, further discussion ensued regarding college annual priorities and how best to approach these, given the tight budget year ahead.

V. Board Operations

Vice Chair Bob McNulty referred to the calendar set for 2008, indicating the annual fall meeting will be held Wednesday, September 3. Dr. Julian mentioned that Board By-Laws call for election of officers to be held at the annual meeting, which will be September 3.

VI. Adjournment

With no further business to come before the board at this time, the board budget retreat meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Sylvia Williams

Office of the President