

Approved 6/6/12

## **Meeting Minutes**

**Bluegrass Community and Technical College Board of Directors**

**March 7, 2012**

**Leestown Campus – Board Room, Manufacturing Building**

### **Members Present:**

Florence Huffman, Chair; Kandi Bennett; Annissa Franklin; Marcia Freyman; Donna Heath Johnson; Bob McNulty; Dr. Jonah Mitchell; Bob Rowland; Dudley Taylor; Ron Walker

Guests: James Chambers, Cindy Tucker, Emma Bukowski

**Others Present:** Ren Bates, Lisa Bell, Linda Epling, Dr. David Hellmich, Dr. Augusta Julian, Vern Kennedy, Mark Manuel, Tri Roberts, Charlene Walker

### **I. Welcome – Introductions**

The meeting was called to order at 6:00 p.m. Chair Florence Huffman welcomed everyone to the March meeting of the board, and she asked those in attendance to introduce himself or herself.

### **II. Business Meeting**

#### **A. Approval of Minutes – December 7, 2011**

Chair Huffman asked for review and approval of the board's December 7, 2011, minutes. Bob McNulty made the motion to approve. This was seconded by Donna Heath Johnson, and the minutes were approved as written.

### **III. Information – Discussion**

#### **A. Reports**

##### **Student Government Association**

Kandi Bennett, Student Government Association (SGA) President, brought a report to the Board on SGA activities for this year. She described a number of events including Constitution Day in September, Fall Picnic and Civility on campus project, Keeneland Scholarship Day in October, Veteran's Day event on November 11, Random Acts of Kindness Week, Share a Smile Day, and an event to help recent tornado victims. She explained how SGA is structured, with senators for each campus and noted that spring elections are coming up soon. Dr. Julian thanked Ms. Bennett for her report and for SGA's energetic support of and involvement in so many activities. Dr. Julian indicated the college is proud of the accomplishments of the SGA.

##### **Phi Theta Kappa, Alpha Phi Kappa Chapter**

On behalf of BCTC's Phi Theta Kappa Chapter, Alpha Phi Kappa, student Emma Bukowski presented a report on their activities. She distributed material outlining membership requirements, induction statistics, and scholarship and leadership activities. Ms. Bukowski explained that Phi Theta Kappa is an international honor society of two-year schools.

Dr. David Hellmich commended the BCTC Chapter of Phi Theta Kappa, explaining that it is one of the strongest chapters in the state of Kentucky. He recognized faculty member Cindy Tucker for her work with Phi Theta Kappa, indicating she was a great asset to the college. Dr. Julian added that the college is proud of what PTK is doing and that PTK students make significant contributions to the college and the community. All their efforts and commitments beyond the college are greatly appreciated.

**B. Diversity Action Planning and Report**

Charlene Walker presented the college's Diversity Action Plan. She stated that BCTC has made good achievements in all six stated areas of ethnicity and categories of students, faculty, and staff. BCTC is committed to reaching students of all ethnicities and to striving for a diverse faculty and staff. However, Ms. Walker stressed that BCTC needs to go beyond compliance in all possible areas.

Dr. Julian explained that the Kentucky Plan, which the college was under for many years, came out of a consent decree back in the 1960's. This plan has followed the completion of the Kentucky Plan, which focused solely on African-Americans. We are now looking to the future and are recruiting all ethnicities reported in the new plan. She also stated that this report is based on Fall 2010 information and will be updated annually.

Ms. Walker also briefly mentioned the LSAMP, a federal project in conjunction with the University of Kentucky and other higher education partners in Kentucky and West Virginia, which supports diverse students in science, technology, engineering, and math. Ms. Walker and her staff and partners hold a week-long CARNEGIE HALL each summer for students with barriers to success. Many activities are ongoing to ensure that all student populations are represented. Dr. Julian commended Ms. Walker for her strong commitment to help recruit and support all student populations.

Ms. Walker further reported that at this year's Super Sunday event on February 12, 2012, BCTC was represented at five area churches, with volunteers at all locations. Over 3,000 people heard about BCTC and its recruitment efforts on that day. Dudley Taylor asked if the event could be expanded into the Winchester-Clark County area. Ms. Walker replied that Winchester churches have been invited to participate, and perhaps they would do so next year.

Dr. Julian mentioned the KCTCS Fellows Program which was set up to recruit diverse faculty and staff. BCTC has used it to identify young adjunct faculty members to be employed for two years. They are then encouraged to apply for a full-time position when open positions are posted.

Ms. Walker mentioned the use of diverse vendors throughout the college. Lisa Bell has been instrumental in encouraging this positive initiative throughout the college. She stated that it was started and funded by KCTCS, and they have identified diverse vendors and are encouraging their use by all 16 colleges and the System Office.

**C. 2011-2012 Budget Update**

Lisa Bell began the budget report with a reminder of things the college has been able to do in the past several years, while enrollments and revenues were up. BCTC has had some really good years, even infusing \$9.4 million into the recurring budget.

However, enrollments have fallen in Spring semester, and Spring revenues show a \$1.5 million shortfall of actual compared to budgeted revenue. The current revenue is 8.9% short of Spring projections. Fall semester revenue was up slightly. It was suggested that the enrollment drop is probably due to several factors, primarily the lagging economy and changes in federal financial aid regulations that limited the time available to students with academic difficulties or numerous credits.

Ms. Bell stated that we are looking at budget cuts and the need to adjust expense budgets to reflect the revenue shortfall, so that the college is not in a deficit situation. She noted that Summer I revenue will also still be counted this year. Ms. Bell reiterated that BCTC will continue to be conservative in budgeting and has good reserves. She reminded the board that BCTC has hired 68 full-time positions in the last two years. She noted that Barnes & Noble Bookstore revenue is \$701,627 at this time, and security revenue which funds all security initiatives is \$488,682.

Ms. Bell discussed expenditures by group and mentioned the Student Center renovation project which will completely transform the old student center area into a new conference center for the college.

**D. 2012-2013 Budget Planning**

Dr. Julian discussed the planning process for strategic initiatives and how the Leadership Executive Team (LET) sets priorities. She distributed a list of non-recurring requests which has not yet been discussed and reviewed by LET members and a list of recurring requests which has been reviewed. She reminded board members that the budget proposal will come before the board at its June meeting.

**E. Enrollment Update**

James Chambers presented an enrollment report to the board. Mr. Chambers began his report by stating that overall enrollment is down slightly, approximately 852 students under last year. Although BCTC is losing students at the Regency Campus, regional campus headcount is consistent with last year. He stated that BCTC still has three more weeks of enrollment before numbers are reported to the Council on Postsecondary Education for the spring snapshot.

A lengthy discussion followed, concerning increased enrollment initiatives for 2013. Ron Walker asked about general retention strategies. Dr. Julian outlined some national research on first-time students. She noted the developmental reading and math efforts underway to provide flexibility to help students through specific sequences with higher success. Adult Education is also involved in these initiatives. Student engagement is another strategy, such as offering extracurricular activities in an effort to give students incentives to remain at college and feel a part of the college community.

Dr. Hellmich explained a new advising model which will assist first time students to be more successful in specific programs. He mentioned the EARS (Early Alert Retention System) which looks out for struggling first semester students and identifies and assists them. The first-year experience initiative was described, outlining key areas that might make a difference to first-time students.

Board member Dudley Taylor asked where BCTC was headed as far as students being able to work and complete college courses from any location. Dr. Hellmich stressed that online education is growing rapidly, with BCTC now having more online classes than any other college in the state, not just within the KCTCS system.

Board member Marcia Freyman mentioned that distance learning students are utilizing digital resources from library databases. She mentioned e-books and journals available via digital resources. Dr. Hellmich noted that faculty are working on courses that could be both online and in-class, known as hybrid courses, thus the students enjoy some online instruction and some “hands on” classroom instruction. He offered to show to the board in an upcoming meeting an online environment to see how faculty and students now communicate with each other. Board members expressed interest in this presentation.

#### **F. Board Committees**

The three board committees were discussed, and suggested meeting dates were given. Committee chairs will be named by the board chair. It was suggested that the board Budget Committee meet in late April or May to look at the college budget development. The Budget Committee will present its report at the June meeting. For the President’s Evaluation Committee, a May meeting date was suggested, to look at the president’s outcomes report on goals and collect board input. This is to be presented at the June meeting. The Strategic Planning Committee could meet in late July to look at a progress report on annual goals and to help plan for revision of the Three-Year Strategies for 2012-2013. The committee would present in September.

#### **IV. Announcements**

Dr. Julian mentioned an article in Business Lexington regarding the Bluegrass Higher Education Consortium. She reported that all university presidents have given support to this initiative. She also noted a “Town and Gown” committee that has been part of the urban-county government. BCTC has been invited to join this group. Dr. Hellmich praised the Changing Classroom Cultures conference for faculty, held in February, where nationally-acclaimed poet Nikki Finney served as keynote speaker.

#### **V. Adjourn**

With no further business to come before the board at this time, the meeting was adjourned at 8:05 p.m. The next scheduled meeting of the BCTC Board of Directors is Wednesday, June 6, 2012, at the Leestown Campus Board Room.

Respectfully submitted,  
*Sylvia Williams*