

Approved June 1, 2011

Meeting Minutes

Bluegrass Community and Technical College Board of Directors

Wednesday, March 2, 2011 - 6:00 p.m.

Leestown Campus – Board Room – Manufacturing Building

Members Present:

Florence Huffman, Chair; Annissa Franklin; Michelle Harris Shields; Donna Heath-Johnson; Bob McNulty; Dr. Jonah Mitchell; Bob Rowland; Ron Walker

Absent: Janella Spencer, Dudley Taylor

Others Present:

Ren Bates, Lisa Bell, Wendy Bolt (for Dr. Palisa Williams Rushin), Dr. David Hellmich, Dr. Augusta Julian, Vern Kennedy, Mark Manuel, Tri Roberts, Charlene Walker, Karman Wheeler

I. Welcome/Introductions

Chair Florence Huffman formally called the meeting to order at 6:20 p.m. and welcomed all attendees.

II. Business Meeting

A. Approval of Minutes

Minutes from the December 8, 2010 meeting were presented for approval. One correction was noted on Page 4 (II. B. Budget Update – 3rd paragraph – BCTC has had \$1,952,300 in state-mandated budget cuts). Dr. Jonah Mitchell moved to approve the minutes as amended, this was seconded by Bob McNulty, and the motion carried.

III. Information – Discussion

A. Mission Review

Karman Wheeler presented a draft mission statement for review by the Board. She explained that the current mission statement was approved in June 2008 by the college board and in September 2008 by the KCTCS Board of Regents. It is being revised, as policy requires review and approval every three years. The review is updating the language to reflect who BCTC is, whom it serves, and functional role BCTC has at this time. She stated it needs to be flexible and inclusive.

This draft will be reviewed by internal and external stakeholders. It is now posted online so those interested can review and respond and make suggestions. The survey will be closed March 21, 2011, and then will be presented to the college leadership. It will be returned to the Board of Directors for approval at the June meeting.

Dr. Julian commented that the beginning sentence, “BCTC is transforming the region – one student at a time, one employer at a time, one community at a time,” will be used as part of an Awareness Campaign and will be a continuing theme. Many are

excited about use of this theme. Dr. Julian requested that the secretary send the survey link to all Board members for their comments on the statement.

B. 2010-2011 Budget Update

Lisa Bell referred to budget materials which had been sent to board members in their mailed packets. She reviewed FY 2008, 2009, 2010 and 2011, remarking that the college is in a good financial position. However, the rate of tuition growth has decreased this fiscal year.

Ms. Bell referred to the sheet of *FY 2011 Recurring Budget Requests Funded* and discussed positions approved. Some were new positions; others were vacancy fills. These funds came from increased tuition revenues as no state allocation increases have been received for several years.

Answering questions from board members, Ms. Bell explained that positions were requested from across the college and those approved represent a broad segment of services and programs including academics, student support, finance and business services, the Learning Resource Center, custodial, and disability support. She noted that the college must continue to exercise caution in filling positions since recurring monies are committed. With regard to FY 2011 nonrecurring requests, Ms. Bell stated the college was able to fund \$4.4 million in nonrecurring requests including a few temporary staffing positions. Ms. Bell reported that for FY 2012, \$3.3 million has been requested for non-recurring funds, and \$4.2 million for recurring funds.

Discussing the revenue summary, Ms. Bell reported that Fall tuition is up 8.6%. She remarked that the Barnes & Noble Bookstore commission is up as enrollment goes up. Last year's bookstore commission equaled \$704,000. The college has had \$1,952,300 state-mandated budget cuts thus far, and should further cuts come, the college can still draw on contingency reserves. At the June board meeting, a 2011-12 budget will be presented for approval by the BCTC Board of Directors and submission to the KCTCS Board of Regents.

Questions from the board included whether or not salary compensation increases will be available for staff, since no salary increases have been provided for the past three years. Dr. Julian remarked that this has not yet been determined by the KCTCS Board of Regents but should be determined at their June meeting.

Donna Heath-Johnson, as chair of the board's Budget Committee, presented the Budget Committee report. She reported that the budget committee met on March 1, 2011 to review the budget, budget development process, and committee responsibilities. The budget committee will meet again on May 31 to review the FY2012 budget, prior to the June board meeting.

Bob Rowland asked if the BCTC budget was a percentage of the overall KCTCS budget. Dr. Julian responded that the BCTC budget is determined using the KCTCS Funding Model that has a number of factors. With no increases and, in fact,

continuing cuts to state funds, the only way BCTC can increase its budget is to grow tuition revenues through enrollment growth. Dr. Mitchell commented that the legislature could likely hand BCTC another budget cut in the next year or two. Dr. Julian remarked that BCTC will not be projecting an enrollment increase for FY2012. Without new programs or new targets, it will not be easy for BCTC to keep increasing enrollments and therefore tuition revenues, as has been done in the past two years.

Chair Huffman thanked Ms. Bell for an excellent budget report and her thorough explanations. She also thanked Donna Heath-Johnson for the Budget Committee report.

C. Student Success Initiatives

Dr. Julian noted that there are a number of initiatives in this area, and the board had indicated an interest in knowing more. The Associate Vice President for Retention and Student Services, Wendy Bolt, made a presentation concerning Strategic Initiative #2 -- Increase Student Access and Success. Ms. Bolt distributed a handout outlining a number of initiatives to increase student success. Specific initiatives are enhanced Military and Veteran Student Services, partnership with the One Parent Scholar House, partnership with the Housing Authority of Georgetown – Family Sufficiency Program, and the liaison for Students Exiting Foster Care program.

Ms. Bolt discussed the mentoring program for GED graduates and the developmental/transitional students. BCTC has a new coordinator of scholarships, and there are new efforts to promote scholarships such as a publication on the John T. Smith Scholarship directed to Bryan Station High School students. Scholarship webpages have been redesigned to streamline the application process. Ms. Bolt further reported that advisor training has been expanded and the software, AdvisorTrac, has been piloted to now automatically assign an advisor to a student.

Dr. David Hellmich, Vice President for Academics, reported on several student success initiatives in the Academics area including the Honors Program and addition of programs in Criminal Justice AAS/certificate, Biotechnology, and Associate of Fine Arts. He reported the Early Middle College with Fayette County Public Schools is very successful and a partnership with Scott County Schools has begun at Elkhorn Crossing School. Some 100 students are expected to enroll in this program in the fall.

Dr. Hellmich also mentioned the General Education Assessment and General Education Course Equivalency efforts required by the transfer legislation passed last year in the legislature. The idea is that our general education courses are mapped with the public universities, achieving a seamless transfer for students. He also mentioned the new Boyle County Adult Education program and Adult/Transitional Education and Tutoring.

Dr. Hellmich reported that FasTrac weekend enrollments are up 150% in the past year. The concept is that a student can come to Leestown Campus on Saturdays and

complete a program within two years. Online learning enrollment has grown 200% in the past three years. There is unlimited potential in online enrollment, and BCTC currently does 16% of all online courses of KCTCS colleges. He explained hybrid courses, stating that half the course is conducted onsite and the other half is done via online learning. Further, Dr. Hellmich stated that through the Center for Excellence in Teaching and Learning, faculty will be able to enhance their instructional skills.

Chair Huffman thanked Ms. Bolt and Dr. Hellmich for this excellent information on student success initiatives.

D. Legislative Update

Dr. Julian reported she had visited Frankfort several times in recent weeks. She reported there are some new legislators as well as new leaders in the legislature. Just today she went to Frankfort to visit with a group of students from the Georgetown high school and BCTC industrial maintenance program/Toyota interns. Students from Danville included several who were displaced workers. Tri Roberts stated a group of Winchester students had also visited legislators in Frankfort. Dr. Julian commented that these trips were very positive experiences for all students.

Dr. Julian reported there is a possibility of purchasing property near the Newtown Campus site, but authorization is required from the legislature before such a purchase can be made. She stated she was hopeful that KCTCS/BCTC could get this authorization, although negotiations have not taken place yet. There is, however, a great interest in this purchase since it involves approximately ten acres with several buildings.

Tri Roberts mentioned a BCTC legislative intern, Sarah Thomas, who is participating in this program through an independent study course. She is working for Senator Kathy Stein who is providing great experience. It is hoped this program can be continued and expanded to other campuses in order to provide future students with this opportunity.

E. Board Committee Reports

Strategic Planning Committee

Since committee chair Janella Spencer was unable to attend tonight due to an out-of-town conference, Dr. Julian referred to strategic planning documents sent to board members in their mailed packets. This report is on the progress of the college's *Annual Priorities for 2010-11* which were selected and approved by the college's administrative teams. These priorities are identified from the Strategic Plan Action Steps each year. She stated the board's strategic planning committee had examined the documents in a great deal of detail and made several suggestions to clarify information.

Chair Huffman thanked the board's Strategic Planning Committee for their work and efforts on behalf of the board.

Budget Committee

The report from the board's Budget Committee was given earlier, after the 2010-2011 Budget Update given by Ms. Lisa Bell (see III. B – above).

IV. Announcements

Chair Huffman made several announcements, including remarks about the Bluegrass Community Connector Project, saying nominations can be submitted for community leaders who make things happen within our communities. She stated that BCTC could be a “connector” and accomplish good things for both the college and the surrounding community.

V. Adjournment

At 8:05 p.m., with no further business to come before the board, Ron Walker offered a motion to adjourn, this was seconded by Bob Rowland, and the motion carried.

The March 2, 2011 meeting of the BCTC Board of Directors was adjourned at 8:06 p.m. The next regularly scheduled meeting of the Board is June 1, 2011, possibly at the Cooper Campus, if arrangements can be made to hold the meeting there.

Respectfully submitted,

Sylvia Williams,
Office of the President