

Approved 12-8-10

**Meeting Minutes**

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

**Wednesday, September 1, 2010**

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

**Members Present:**

Florence Huffman, Chair; Donna Heath-Johnson; Michelle Harris-Shields; Bob McNulty; Dr. Jonah Mitchell; Bob Rowland; Janella Spencer; Dudley Taylor

**Absent:** Annissa Franklin, Ron Walker

**Others Present:**

Ren Bates, Lisa Bell, Becky Critchfield, Linda Epling, Dr. Dave Hellmich, Dr. Augusta Julian, Vern Kennedy, Mark Manuel, Tri Roberts, Dr. Palisa Williams Rushin, Charlene Walker

**I. Welcome/Introductions**

Board members welcomed new members Dudley Taylor, Donna Heath-Johnson, and Michelle Harris-Shields at a reception. In addition, a farewell gift was presented to outgoing staff representative Becky Critchfield. On behalf of the board, Chair Florence Huffman and President Julian thanked Becky for her years of service on the board. Photos of new members were taken for posting on the BCTC board of directors web site. Chair Huffman formally called the meeting to order at 6:10 p.m. She distributed an information form for board members to complete.

**II. Business Meeting**

**A. Approval of Minutes**

Minutes from the June 2, 2010 meeting were presented. Bob McNulty moved to approve the minutes, this was seconded by Bob Rowland, and the motion carried.

**B. Election of 2010-11 Board Officers**

The chair called for nominations for board officers. Bob McNulty nominated Florence Huffman for the position of chair, and this was seconded by Michelle Harris-Shields. The motion was unanimously approved, and Florence Huffman will continue as chair for the 2010-11 year. Chair Huffman graciously accepted.

Bob McNulty then nominated Annissa Franklin to continue her service as vice chair. This was seconded by Bob Rowland, and the motion was approved. Ms. Franklin will be asked to continue as vice chair for the 2010-11 year.

Dr. Jonah Mitchell nominated Bob Rowland to continue his service as board secretary. This was seconded by Bob McNulty and was unanimously approved.

**C. President's Performance Plan – 2010-2011**

Chair Huffman noted for new board members the responsibility of the board to evaluate the college president and give a recommendation to the KCTCS President. The Chair of the Board writes a letter conveying the board's recommendation.

Dr. Julian explained the President's Performance Plan, as submitted to the board. Bob McNulty asked if the president's evaluation and senior staff evaluations are subject to the Open Records laws. Dr. Julian replied that this issue is in the courts in Kentucky right now. Chair Huffman stated that it is appropriate to refer the president's evaluation to the board committee. Bob Rowland proposed a motion to refer the president's evaluation to the committee, this was seconded by Bob McNulty, and the motion carried.

Chair Huffman noted that new members need to be added to board committees if they are to continue and asked if anyone had a special interest in serving or continuing service on a committee. The three committees are Budget, President's Evaluation, and Strategic Planning. Bob Rowland proposed a motion that the board retain the three committees, this was seconded by Bob McNulty, and the motion carried.

Dudley Taylor volunteered to serve on the Budget Committee, and Donna Heath-Johnson volunteered to serve as chair. Ron Walker and Janella Spencer will also serve as members of the Budget Committee. For the Strategic Planning Committee, Janella Spencer will serve as chair, with members Michelle Harris-Shields, Dr. Jonah Mitchell, and Ron Walker. Bob Rowland will serve as chair for the President's Evaluation Committee, with members Bob McNulty and Annissa Franklin.

### **III. Information – Discussion**

#### **A. Fund-Raising Campaign Update**

Guest Linda Epling reported that BCTC is poised to begin the "Fulfilling the Promise" campaign. A feasibility study was conducted in 2006, but with the Newtown Campus as a new focus, the previous study needs to be revisited. An update to the study is planned for this fall in Lexington only.

Ms. Epling reported that each regional campus community will decide about local efforts and their particular emphasis. The goals for the campaign include awareness, legislative advocacy, alumni involvement, partnerships with the community, and assistance with "friend-raising" and fund-raising. Some discussion followed, and Janella Spencer commented how difficult it is to hold such a campaign in a university town like Lexington. Chair Huffman thanked Linda Epling for her presentation.

#### **B. Budget Update**

Lisa Bell presented a budget update, referring to materials sent in the mailed board packets. She reported a net over expenses of \$5,387,600 for 2009-10, indicating BCTC had a good year and has also been frugal with expenditures in order to build fund balance. Required reserves have been restored in the amount of \$1,633,400. Dr. Mitchell and Dudley Taylor questioned Ms. Bell about the decrease in state

appropriations since FY05/06. Ms. Bell reported BCTC's Operating Budget is currently comprised of 22% state appropriations, 71% tuition revenue, and 7% other.

Ms. Bell then reviewed expenditures by group and by program. She stated that overall enrollment is up, and revenue is currently up about 12% over the same time in prior year. However, she cautioned that a second cancellation for non-payment would be done shortly, which would decrease revenues. She stated that Barnes & Noble Bookstore sales numbers were up 13%, so a significant bookstore commission could be realized as well. The chair thanked Ms. Bell for an excellent budget report.

### **C. Fall Enrollment Report**

Dr. Palisa Williams Rushin reported fall enrollment is up 9% as of August 31, with enrollment at 12,914. She then reviewed the enrollment report sent to board members in their mailed packets. Dr. Rushin reported that BCTC has seen tremendous growth at regional campuses, with strong enrollments at every campus location. She commented that it will be a challenge for BCTC to continue to meet needs for classroom space, faculty, and other resources to support the increase in students.

Dr. David Hellmich indicated that enrollment for the new initiative of week-end classes at Leestown is encouraging. He reported Leestown Campus enrollment is up 9% overall; Lawrenceburg is up 24%, partly due to moving the nursing program from Danville to increase space available; Danville is up 7%; Cooper is down slightly, probably due to limited classrooms and seats available; and Regency Campus is up 14%. Janella Spencer pointed out that high space utilization numbers at each campus would be a good point to make during the upcoming campaign. She reminded other board members that BCTC is currently at capacity throughout campus locations.

Dr. Rushin additionally reported that the college has been awarded two Student Support Services grants. One grant will be at the Danville Campus and one in Lexington with staff at both Cooper and Leestown. Each grant provides \$220,000 a year and is renewable if we continue to meet goals. Workstations, computers, desks and other equipment, as well as available space must be secured. The board congratulated Dr. Rushin upon receipt of the grants.

### **D. Strategic Plan Update**

Dr. Julian commented on materials sent to board members in their mailed packets. She particularly noted the set of annual priorities identified by the college which will focus the administrative efforts this year. She noted the priorities will focus on several TRANSFORMATION initiatives to be considered by KCTCS.

### **E. Newtown Campus Update**

Dr. Julian referred to documents which had been distributed to the board prior to the meeting for an update on the planning for the college's new site. She noted that BCTC had hosted a visit by Congressman Ben Chandler who was extremely complimentary about BCTC's vision for the Newtown Pike site. Dr. Julian reported that BCTC has made a request to Congressman Chandler for a special allocation to renovate the Laundry Building. Dr. Julian also mentioned that BCTC had hosted

Congressman Chandler at the Winchester Campus recently to show him equipment purchased by a special allocation, and that was a successful visit as well.

**F. New Employee Handbook**

Dr. Julian reported that a new *Employee Handbook* is now on the BCTC web site. This handbook details policies and procedures for all faculty and staff and is an excellent resource. The new handbook was put together by all functional areas. She added that a separate student handbook is available to BCTC students. If board members would like access to the new *Employee Handbook*, this can be arranged. The challenge to keep the information current will be accomplished by having an annual review of all materials by the vice presidents.

**IV. Announcements**

Chair Huffman called for a discussion on the proposed December board meeting at Lawrenceburg Campus. Dr. Julian asked the board if they preferred a longer meeting for a more in-depth discussion of planning and budget since we did not have a summer retreat. She also suggested that the board could have a tour of the campus and invite community leaders and government officials for a reception prior to the meeting. The decision of the board was to have a reception and tour of the Lawrenceburg Campus and then hold the regularly scheduled board meeting.

Dr. Julian announced the completion of the recent renovation of the Oswald Building Auditorium. The cost was approximately \$236,000. The project turned out beautifully and is much needed for student classes and public meetings. BCTC recently hosted a Governor's Forum for *Transforming Education in Kentucky* in the newly renovated space, and visitors were very complimentary of the set-up and space.

Dr. Julian mentioned that BCTC had two other renovation projects in planning for the upcoming year. These are renovations to the Student Center at Leestown Campus and to the science labs in Oswald Building. Since BCTC will most likely remain at Cooper Campus for a number of years, it is necessary to invest in much-needed renovations.

Dr. Julian distributed to board members the continuing education catalog provided by Donna Heath Johnson. She also asked board members to select items of interest for more information or board presentations.

**V. Adjournment**

The September 1, 2010 meeting of the BCTC Board of Directors was adjourned at 8:31 p.m. with a motion by Chair Huffman, seconded by Janella Spencer.

The next regularly scheduled meeting of the Board is December 8, 2010, at the Lawrenceburg Campus.

Respectfully submitted,

Approved 12-8-10

*Sylvia Williams,*  
Office of the President