

**Meeting Minutes**  
**Bluegrass Community and Technical College Board of Directors**  
**September 12, 2012**  
**Leestown Campus – Board Room, Manufacturing Building**

**Members Present:**

Florence Huffman, Chair; Julia Ellis; Annissa Franklin; Marcia Freyman; Donna Heath Johnson; Bob McNulty; Dr. Jonah Mitchell; Bob Rowland; Dudley Taylor

Absent: Ron Walker

Guests: Mary Forbes, Institutional Planning, Research, and Effectiveness

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

**I. Welcome – Introductions**

The meeting was called to order at 6:05 p.m. Chair Florence Huffman welcomed everyone to the September meeting of the board, and she asked for introductions from those in attendance. A special welcome was given to Julia Ellis, new student representative on the board, in her capacity as Student Government Association president.

**II. Business Meeting**

**A. Approval of Minutes from June 6, 2012**

Chair Huffman asked for review and approval of the board's June 6, 2012, minutes. Dudley Taylor made the motion to approve, seconded by Annissa Franklin, and the minutes were approved as written.

**B. Election of Officers, 2012-2013**

Chair Huffman asked for nominations from the floor for board officer positions for 2012-2013. Bob McNulty nominated Florence Huffman for another term as board chair for the upcoming year. This was seconded by Annissa Franklin, and, by unanimous consent, Florence Huffman was re-elected as board chair.

Bob McNulty nominated Annissa Franklin to be re-elected to the vice chair position. Donna Heath Johnson seconded the motion, and the motion carried. Annissa Franklin was re-elected to the position of vice chair for 2012-2013.

Annissa Franklin nominated Bob Rowland to be re-elected to the secretary position. Marcia Freyman seconded the motion, and the motion carried. Bob Rowland was re-elected as board secretary for 2012-2013.

Chair Huffman thanked everyone for their support and stated her enthusiasm for working with the dedicated board members and slate of officers for 2012-2013.

### **III. Information – Discussion**

#### **A. Strategic Planning Progress Report & Action Steps Revisions**

Dr. Augusta Julian introduced Mary Forbes, new director of Institutional Planning, Research, and Effectiveness (IPRE). Ms. Forbes explained that the college has now completed Year 2 of the *2010-2016 Strategic Plan*. Next year, at the mid-point of the plan, BCTC will check progress and revise the Action Steps. Ms. Forbes gave a timeline for completion of the 2013-2016 Action Steps and described how these revisions are being developed.

#### **B. Overview: Institutional Planning, Research, and Effectiveness**

Ms. Forbes gave a presentation outlining the responsibilities of IPRE. She gave special credit to her predecessor in the position, Karman Wheeler, who had worked diligently in 2011 on the new Assessment, Improvement, and Measurement (AIM) planning and assessment database. She explained how AIM works, allowing coordinators and supervisors to enter annual unit plans, track progress, and assess results. Ms. Forbes presented the IPRE 2012-2013 department initiatives which include updating the web site, revising the current Enrollment Report and Student Satisfaction Survey, providing faculty/staff training for the KCTCS Decision Support System dashboards, and completing a new BCTC Factbook.

Chair Huffman thanked Mary Forbes for the informative presentation.

#### **C. Board Bylaws Revision**

Dr. Julian presented the Board Bylaws revision, which was suggested by faculty board representative Marcia Freyman. It was sent in the board members' mailed packets. Dr. Julian stated this is an update with technical edits only, not substantive changes. She particularly noted editorial changes on pages 2, 3, and 7, explaining each highlighted change. This is a "First Reading" of this document. It will be brought to the December meeting for action.

#### **D. Budget Update, 2012-2013**

Lisa Bell began her budget presentation with brief remarks about a book she is currently reading entitled *Attitude is Everything* by author Keith Harrell. She noted that attitude colors how we interpret any situation.

Ms. Bell noted that, with the addition of FY13 on the multi-year budget update report, FY08 data has been deleted. She reminded the board that in FY08 BCTC had a net loss of \$457,000 with a deficit fund balance. In the intervening years, the BCTC budget situation has improved dramatically. She reported that FY12 budget processing is nearly complete, and the year will end with a net income. The bookstore commission will reflect a total of \$787,000. She gave additional revenue and expenditure detail for FY12.

Ms. Bell then provided information on the current year budget, citing an anticipated tuition revenue shortfall for Fall 2012. It is hoped that Fall II enrollments will bring in additional revenues.

Additionally, Ms. Bell pointed out that BCTC prepared for possible tuition reductions and budgeted a 5% decrease in revenues because declining enrollments began in Spring 2012. Bob McNulty mentioned factors such as the economy that may be contributing to declining enrollments. Dr. Julian pointed out that upcoming factors include the closing of Regency Campus and the opening of Newtown Campus in Fall 2013. She noted that it is unclear how these changes will affect enrollments.

Chair Huffman thanked Ms. Bell for her budget report and praised her positive approach to budgeting.

#### **E. Enrollment Report**

Dr. Rushin distributed the latest enrollment report. She stated that, as of today, Fall 2012 enrollment stands at 12,331, which is a decline of 528 students from this time last year. She further stated that enrollments are down across all KCTCS colleges, with the exception of three colleges.

Dr. Rushin stressed that BCTC is hoping to increase enrollments through various initiatives, including dual enrollment in Opportunity College. In addition, Fall II may add 500-1000 students. Out of 12,682 applications processed for Fall, 49.2% have actually enrolled. E-communications are being sent out to prospective students, in an effort to capture additional students for Fall II and Spring 2013. Additional recruitment and marketing is being undertaken for next spring, including efforts using Facebook, Twitter and other forms of social media.

Dr. Rushin updated the group on Satisfactory Academic Progress (SAP) issues. She stressed that SAP has had a negative impact on our enrollments. A total of 2,393 students were determined not to be making academic progress based on new federal guidelines. Federal regulations have changed significantly, and this has caused the number of student who must appeal their status to double from last year. She pointed out that the first student drop for non-payment was done in August, with a second drop coming very soon. Dr. Rushin also mentioned retention efforts. Student orientations are being revamped, with earlier outreach to incoming freshman. She stated BCTC has “a year of opportunity” ahead.

Chair Huffman thanked Dr. Rushin for an excellent discussion of enrollment and thanked her for efforts to recruit and retain students.

#### **F. President’s Performance Planning, 2012-2013**

Dr. Julian referred to the performance planning document provided to the board in their mailed packets. She stated that this plan is brought to the board each September and represents her annual goals as presented to KCTCS President Michael McCall. She asked if there were questions or discussion of this document.

Dudley Taylor asked about BCTC working with Adult Education programs in an effort to shore up skills for high school students who may need remediation as they enter college level courses. Dr. Julian replied that BCTC is expanding efforts with transitioning students to support their success as they undertake college level courses.

Bob Rowland discussed Senate Bill 1, indicating initiatives are ongoing in K-12 districts to address specific problems with students' preparation for college. Many students are faced with a totally different set of expectations in college compared with high school. Dr. Julian asked student board representative Julia Ellis to comment on her experience upon entering BCTC, and what high school initiatives helped her achieve success. Julia mentioned having high expectations set for herself and taking Advanced Placement (AP) courses. Further issues around "college and career readiness" were discussed, and Chair Huffman suggested more on this be brought for discussion to a future board meeting.

#### **IV. Communications and Announcements**

Dr. Julian discussed the continued efforts to have the entire Juvenile Justice property transferred to BCTC. BCTC has had good advocates who have encouraged the Commonwealth to move on their plan to transfer the property. If the transfer goes through, the Governor's Office will make an announcement.

Dr. Julian reminded members of the tour of Newtown Campus, planned for tomorrow morning, 9/13 for community leaders and legislators. Board members are invited to participate. Dr. Julian briefly mentioned that the faculty/staff climate survey/analysis has been completed, and more on this will be forthcoming in a board update.

Dr. Julian discussed Charlene Walker's MOSAIIC conference, planned for November 29-30, and invited board members to attend any or all of this year's conference. It is hoped that the college's 5<sup>th</sup> Friday event on November 30 can be incorporated into this year's MOSAIIC. This will be the sixth successful year for the MOSAIIC conference. Hasan Davis will be speaking as well as Dr. Belle Whelan, executive director of the SACS Commission on Colleges. This year's conference will be held at the Marriott Griffin Gate in Lexington.

#### **V. Adjourn**

With no further business to come before the board, the meeting was adjourned at 8:15 p.m. A motion to adjourn was made by Bob Rowland, with a second by Marcia Freyman. The next scheduled meeting of the BCTC Board of Directors is Wednesday, December 5, 2012. The location is to be announced.

Respectfully submitted,  
*Sylvia Williams*