

Approved 12/7/11

Meeting Minutes

Bluegrass Community and Technical College Board of Directors

Wednesday, September 14, 2011 - 6:00 p.m.

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: Angel Clay, Dr. Deborah Davis, Tammy Liles, Larry Porter, Mark Stapleton

Others Present:

Lisa Bell, Dr. David Hellmich, Dr. Augusta Julian, Vern Kennedy, Mark Manuel, Tri Roberts, Dr. Palisa Williams Rushin

I. Welcome/Introductions

Board Chair Florence Huffman welcomed everyone, and asked each person to introduce himself or herself. A special welcome was given to new faculty representative Marcia Freyman.

II. Business Meeting

A. Approval of Minutes

Minutes from the June 1, 2011 meeting were presented for approval. Bob Rowland moved to approve, Annissa Franklin seconded, and the motion carried. Minutes from the June 1, 2011 meeting were approved.

B. Election of Officers, 2011-2012

Chair Huffman asked for nominations from the floor, for board officer positions for 2011-2012. Annissa Franklin nominated Florence Huffman for another term as board chair for the upcoming year. This was seconded by Bob Rowland, and after a short discussion, Jonah Mitchell asked that nominations cease. This was seconded by Annissa Franklin, and by unanimous consent, Florence Huffman was re-elected as board chair.

Bob Rowland moved that Annissa Franklin be re-elected to the position of Board Vice Chair. Donna Heath-Johnson seconded the motion, and the motion carried. Annissa Franklin was re-elected to the Vice Chair position.

Donna Heath-Johnson proposed a motion to re-elect Bob Rowland as Board Secretary, this was seconded by Annissa Franklin, and by unanimous consent, Bob Rowland was re-elected as Board Secretary.

Chair Huffman stated the BCTC Board of Directors would continue with its current slate of officers for the upcoming year.

C. President's Performance Planning, 2011-2012

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.

Dr. Augusta Julian referred to the performance planning document sent to board members in their mailed packets. She stated she prepared this and distributed it for information prior to the new President's Evaluation Committee being appointed by the chair to review planned activities and provide feedback. Dr. Julian stated she would be happy to discuss any part of the document and to answer any questions. Chair Huffman thanked Dr. Julian for providing the president's evaluation document for 2011-2012.

III. Information – Discussion

A. Highlighted Program: Biotechnology

Chair Huffman introduced Dr. Deborah Davis, Tammy Liles, and Larry Porter who were present to discuss the Biotechnology program. Dr. Davis reported the program had received a million dollar National Science Foundation grant in 2008 to develop a new curriculum for the program. In Spring 2009, a seminar course was offered, and leaders were brought in from industry and other institutions to offer advice and suggestions. A techniques course was offered in the fall, with 17 students. More classes were offered, and BCTC Vice President Mark Manuel assisted in bringing industry partners into the program. The program continues to collaborate with many partners.

Dr. Davis explained the types of professions that benefit from this program in areas such as research, testing, pharmacy, and studies in disease, alternate energy, and food sources. BCTC's biotechnology program has already placed several interns in a variety of positions, and anticipates placing more. Assistant Dean Tammy Liles reported that one goal of the program is to support development of a biofuels program at the Winchester campus in conjunction with Eastern Kentucky University. In addition, Dr. Davis reported that BCTC is the first community college to have a chapter of Graduate Women in Science.

Dr. Julian commended the program and the three leaders of the program. Chair Huffman and all board members thanked Dr. Davis, Ms. Liles and Mr. Porter for their excellent work in bringing the biotechnology program to BCTC and thereby enhancing opportunities for students in the biotechnology area.

B. Budget Update, 2011-2012

Lisa Bell commented on the current budget report, which had been provided to the board in their mailed packet, stating that BCTC was optimistic about the new budget and revenues, but "proceeding with caution" at this time. She reported that FY11 is not final but significant changes are not anticipated. The challenge going forward is to realize budgeted revenue to meet budgeted expenses.

Ms. Bell stated that for FY12, 20.5 new positions have been authorized. She discussed upcoming facilities projects being accomplished with non-recurring funds including the student center renovation, security projects, and parking lot improvements. The Barnes and Noble Bookstore continues to do well, bringing in \$769,401 in commission revenues in FY11. Ms. Bell noted that for FY12, BCTC had a \$207,000 state-mandated budget cut and that, since February 2008, BCTC has had \$2,158,400 million in cuts to operating budgets.

Ms. Bell stated that, as of August 22, Fall revenue is approximately \$500,000 over budget. A student cancellation for non-payment will occur very soon, and this will decrease revenues. BCTC must meet revenue projections to be able to meet budgeted expense. This is the second year that KCTCS has offered a guaranteed tuition rate for returning students which will affect revenue.

C. Enrollment Report

Dr. Palisa Williams Rushin reported that BCTC is currently at 12,718 in student enrollment. After growth over the past 4 years, current enrollments are at last year's levels across the campuses. The largest increases are due to dual enrollment/dual credit and online enrollment, with an 18% increase this year. Dr. Hellmich stated that BCTC generates more online courses than any other KCTCS college. Annissa Franklin asked if any programs are entirely online. Dr. David Hellmich replied that there are a few such as several of the business programs.

There was some discussion about what would occur when Newtown Campus opens, and Dr. Julian reminded members that capacity of the Newtown building would be around 1,000 students, so Cooper Campus will still remain the largest campus for some years. Dr. Rushin further stated that the admissions office has been very busy, with 9,931 applications in 2010 compared to 11,738 in 2011. Of the 11,738 applicants, nearly 50% actually enrolled. She reported that availability of space is the limiting factor. Dr. Rushin remarked that BCTC should meet its Fall II enrollment capacity, judging from current applications.

Dr. Rushin stated that BCTC is still primed to grow, but space and course availability could pose problems. As the top transfer institution in the state, BCTC is considered the model transfer institution. BCTC has built good transfer partnerships with several other institutions, including Kentucky State, EKV, UK, Asbury and Morehead State.

D. Transformation Initiatives Update

Foundations of Excellence

Dr. Julian reported there are seven major goals and initiatives in the KCTCS plan. She asked Dr. Hellmich to give an overview of the Foundations of Excellence initiatives. Dr. Hellmich reported that KCTCS has contracted with the Gardner Group to undertake a self-study, to determine how well the colleges are doing in the area of transfer. He reported that BCTC was one of five colleges who also elected to study the first-year experience. He explained that the college is using the current

team structure, thus involving all vice presidents, in the areas of study. Each group will develop a plan to put forward next spring.

Transfer Director Angel Clay discussed information about the surveys of faculty, staff, and students. Once the survey results are analyzed and results are compiled, the Foundations of Excellence database will be created. Angel explained that information on current status of transfer and first-year experience will be available to a large number of people in a “read only” format.

Student Service Center

Tri Roberts reported on a new KCTCS initiative which will create a comprehensive communications center to serve all 16 KCTCS colleges. Until recently, BCTC had two operators to answer calls and transfer to the appropriate division or department. Based on the Somerset Community College model, the BCTC Communications Center is now able to take 20,000 calls per month and handle 98% of the caller’s questions in real time. Our center took Business Office calls first, then Records and Registration calls, and now is handling Admissions calls. The biggest challenge that lies ahead is taking Financial Aid calls, since those require a much higher degree of knowledge. Tri Roberts complimented Mark Stapleton, and acknowledged the excellent work he has accomplished during the past year, as start-up director of the BCTC center.

A team from Blackboard Student Services will be visiting all 16 KCTCS colleges this fall to work on creating the new systemwide center. Their purpose is to collect information on processes and procedures, compile the information gathered, and create standard responses. In order to be successful in this endeavor, there must be a high level of cooperation between all the colleges in order for the initiative to work. The new comprehensive communications center is set to launch July 1, 2012.

Dr. Julian added that the new center will be costly, with all colleges expected to share in the total cost. The new center will provide a large range of services, including an outreach portion for support of areas such as financial aid and retention. Ultimately, it will afford a significant benefit to BCTC.

E. Board Communications

Retreat Planning

Chair Huffman reminded members again that the board is planning to hold a retreat this fall, with a focus on specific issues and tools to assist members in being better advocates for the college. Dr. Julian added that she would like to discuss strategic goals and policy issues as well, and she proposed holding the retreat at the Georgetown Toyota facility so that board members could tour the BCTC Advanced Manufacturing Center teaching area. Dr. Julian and Chair Huffman asked Sylvia to send out possible November dates, and poll board members so a firm date can be established.

Name Change Consideration

Dr. Julian reminded the board that a college name policy change is not on the September KCTCS Board of Regents agenda, but is still being discussed. This will require Board of Regents action. Positive ‘buy in’ will be needed from our college constituents, including faculty and staff, students, the Regional Opportunity Councils, and advisory committees.

She noted that the American Association for Community Colleges (AACC) website shows that about 90% of two-year colleges are named “community college.” Ease of speaking and writing the college’s name is a major factor. Discussion followed, and members felt it would be good timing to make a name change when the Newtown Campus opens. Ron Walker stated the college would receive free and excellent publicity when Newtown Campus opens, and “re-branding” the college would be much easier at that time. Signage would be a big consideration, but it was expressed that cost should not be unreasonable.

IV. Announcements

Chair Huffman reported that the Night of Glamour fundraising event, recently held at the Castle Post on Versailles Road, cleared approximately \$6,000 for student scholarships. Dr. Julian reminded the board of the college’s annual picnic to be held on September 24, and the collegewide professional development day (5th Friday), scheduled for September 30. Board members are invited to attend both events as well as Jazz on the Porch at Talon Winery on the 30th.

Chair Huffman explained the Bluegrass Community “Connector” project, and urged board members to participate by nominating “unsung heroes” from our community. These are people who “get things done” thus benefiting our community.

V. Adjournment

At 8:25 p.m., with no further business to come before the board, Ron Walker moved adjournment, seconded by Bob Rowland, and the motion carried. The September meeting of the BCTC Board of Directors was adjourned.

The next regularly scheduled meeting of the Board is December 7, 2011, with a Board Retreat to be scheduled during the first part of November.

Respectfully submitted,

Sylvia Williams,
Office of the President