

**Meeting Minutes
Bluegrass Community and Technical College Board of Directors
December 4, 2013
Leestown Board Room**

Members Present: Annessa Franklin, Chair; Marcia Freyman; Florence Huffman;
Dr. Jonah Mitchell; Ebony Nava; Robert McNulty; Luv'Tesha Robertson;
Dudley Taylor; Ron Walker, Jr.

Absent: Bob Rowland

Others Present: Ren Bates, Lisa Bell, Dr. Samuel Betances, Mary Forbes, KaRon Grimes,
Dr. David Hellmich, Dr. Augusta Julian, Mark Manuel, Tri Roberts, Charlene Walker,
Dr. Palisa Williams Rushin.

I. Welcome/Introductions

As the meeting began, the board welcomed Dr. Samuel Betances, an honored professor emeritus, consultant, author, and role model. He is the MOSAIIC Conference Keynote Speaker. Dr. Betances spoke briefly about his book, *Winning the Future Through Education: One Step At A Time*. He stated his interest in making society better. He said, "Our mission is to make America stronger, healthier, and freer than when we found her."

The formal meeting was called to order at 6:04 p.m. Each board member introduced herself or himself. Two of the President's Ambassadors, Megan McClelland and Claudia Lanter, were invited to talk about their experience and education at BCTC before leaving the meeting to go to class.

II. Business Meeting

A. Approval of Minutes from September 11, 2013

Chair Annessa Franklin asked for review and approval of the board's September 11, 2013 minutes. A motion was made by Dudley Taylor to accept the minutes. Bob McNulty seconded the motion, and the motion carried.

III. Information/Discussion

A. Strategic Plan Progress Report, Year Three

Mary Forbes, Director of Institutional Planning, Research, and Evaluation, provided information on the strategic plan progress report. She referred to the report contained in the board packet and discussed several goals in the report. For example:

Strategic Initiative 1, Goal 1.3.1 - Expand access to integrated learning resources and academic support at all sites. We have made significant progress on this goal. BCTC has created a First-Year Experience (FYE) course. Training for faculty and staff was provided. The FYE course will assist students to be successful. Course assessments will allow faculty to receive feedback from students for improvement. Also, online and onsite tutoring has been improved.

Strategic Initiative 2, Goal 2.1.1 - Enhance recruiting, assessment, admissions and enrollment processes to increase access. There has been a significant amount of progress in this area. The Admissions Office has expanded recruiting activities. Process improvements have been put in place to make the admissions process run more efficiently for new students. Mini “Stop-by-Get-Started” events were held in the summer to get students tested, advised, and registered in a half-day visit. The Recruitment Committee has developed a “Take the Next Step” postcard and website to follow-up the process for admitted students who have not yet enrolled.

Strategic Initiative Objective 3.1.2. Provide additional and enhanced professional and leadership development opportunities. The new position of college director of Professional Development has helped to develop and implement a college-wide plan. The college is establishing procedures and timelines for annual events, monthly training, and funding to correspond with annual priorities.

After Ms. Forbes’ presentation, there were discussions held regarding online enrollment, the dual-credit program, grant writing resources, restructuring the Resource Development area, and diversity.

B. Budget Priorities and Planning

Dr. Augusta Julian provided the group with a handout, *BCTC Basic Principles for Budget Planning and Development & Criteria for Ranking Budget Requests*. She noted these are the guiding principles for discussions and analysis on budget planning, priorities, and cuts that will be required.

C. Budget Update, 2013-14

Lisa Bell reviewed the quarterly budget reports that were included in the board packet. The college is facing a revenue shortfall this year. Enrollment and tuition revenue are still down significantly, as they are for colleges across the country. The fund balance is healthy but significant funds are expected to be needed this year on a nonrecurring basis.

The expenses for the Newtown Campus began last summer although not all classes were offered until spring semester. Several strategies have been implemented. Purchasing limits have been established for non-essential items. Vacancies are scrutinized carefully and may not be filled. Further discussion centered on reducing expenses and increasing revenue.

D. Newtown Campus Update

Dr. Julian reported on the number of people in the area who are interested in the campus. There are a number of agencies in the community who would like to partner with us. Property developers are interested in properties near and around the Newtown Campus. The Police Academy is preparing to occupy the Megowan Building and we are nearing the agreement on curriculum.

The personalized Brick Campaign Kickoff was held on Monday, November 4. Brick sales have begun at \$150 for a regular size and \$350 for the double size. These are for pathways in the historic front lawn. The full amount is tax deductible as a charitable gift. Our first brick purchasers were Lexington Mayor Jim Gray, KCTCS President Dr. Michael McCall, and Commerce Lexington President Bob Quick. We are researching ways to promote and increase our brick sales. We have a website for the brick purchases. Visiting www.bricksrus.com/order/bctc will provide the opportunity to make a purchase.

Completion of parking lots is still a concern. Paving on the permanent parking lot is scheduled to start today, December 4. We are still working on ways to fund the renovation of the Laundry Building. It has been stabilized to reduce continuing damage. In the future, we would like to have a Community and Student Center in the building.

The Adult Education Program will occupy the Newtown North property once the renovation of the classroom building is completed. The demolition of the old nurses' housing has also started and will open up the site. The tunnel under Loudon Avenue will stay in place.

The Newtown Campus will be hosting the Board of Regents Meeting on December 5. They will hold committee meetings and take a tour of the facility.

E. Institutional Advancement Planning

The Resource Development department has undergone some changes recently. The foundation director has left the college and a new position has been posted. The new position brings together the leadership for resource development and marketing. Mark Manuel described how the new area will be organized and staffed. We are working to build a comprehensive marketing plan and to create more fundraising opportunities.

F. Functional Area Updates

Mr. Manuel provided information on several projects in Institutional Planning, Research, and Effectiveness and Human Resources. Staffing for these areas have decreased, but the departments are doing well.

He also discussed a new partnership between Locust Trace and the North American Racing Academy (NARA). Under the arrangement, students can take NARA classes at Locust Trace, earning dual credit toward high school graduation and a certificate or associate degree in equine studies from BCTC.

Finally, he reported that the Advanced Manufacturing Technician program, in partnership with the Toyota plant in Georgetown, is the recipient of the National Career Path Network Partnership Award for 2013.

Tri Roberts, Vice President of Regional Outreach Campuses, extended an invitation to the Board to come and visit our outreach campuses in Danville, Lawrenceburg, Georgetown-Scott County, and Winchester.

Dr. David Hellmich shared information on The First Year Experience (FYE) Initiative which began this fall with 911 students in these new classes. Luv Robertson and Marcia Freyman talked about their experience as FYE instructors, and what they felt the students received from taking the class. This class helps students get familiar with success strategies for college.

IV. Communications and Announcements

Dr. Julian reported that she has not received information regarding appointments to the Board of Directors from the Governor's Office of Boards and Commissions. It appears that the Nominating Commission has not yet met to make recommendations to the Governor.

She also reported that there is a new employee in the President's Office. Tamara (Tammi) O'Neill will start on January 6, 2014, in the Executive Assistant position. She will also work with Public Information and Marketing.

Finally, she noted that Dr. Michael McCall, President of KCTCS, has announced his retirement in January 2015.

V. Adjourn

The meeting was adjourned at 8:30 p.m.

Minutes prepared by KaRon Grimes and Dr. Augusta Julian.