

**Meeting Minutes**

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

**December 12, 2007, 6:00 – 8:15 P.M.**

**Crowne Plaza Hotel, Lexington**

**Members Present:**

Randy Powell, Chair; Eunice Beatty; Becky Critchfield; Jerry Howell; Florence Huffman; Bob McNulty; Bob Rowland; David Samford; Luke Taylor; Reginald Thomas

**Guests:**

Dr. Augusta Julian, Ren Bates, Ron Brown, Marilyn Childre, Vern Kennedy, Dr. Dave Hellmich, Mark Manuel, Dr. Palisa Rushin, Tri Roberts, Karman Wheeler

**I. Welcome/Introductions**

Board Chairman Randy Powell welcomed Dr. Augusta Julian as the new president for Bluegrass Community and Technical College. Following a holiday dinner, board business was conducted.

Chairman Randy Powell called the meeting to order at 6:55 p.m. Dr. Julian was asked to give remarks and updates.

**II. Comments and Updates from President**

Dr. Julian expressed gratitude to the board for their confidence in her abilities as she begins her tenure with BCTC. She remarked that she is pleased to join BCTC and has been impressed with the leadership team already in place.

Just one week into her tenure with BCTC, Dr. Julian reported that basic programming and services are solid, and the college has a good grants program, good connections, and excellent diversity and student activities. In addition, BCTC has a very good start to the art/films program, and progress in the workforce development area is commendable. Dr. Julian commented on the “good, solid operation” with a great new Foundation Board which is to go forward with growth and development for the college. BCTC is poised for great things in the years ahead.

**A. Departure of VP/Finance & Administration**

Dr. Julian reported that the Vice President of Finance and Administration, Randy Gonzalez, has left BCTC for a new position at UK’s School of Dentistry. BCTC will have interim leaders in this area until plans are made to replace Randy. We have very difficult budget issues ahead. Ron Brown is to handle oversight in the finance area, and Mindy Huang will maintain the budget area. David Lynn will handle Facilities Management, Deb Cox will continue to manage Human

Resources/Payroll, and Lauri Bodenbender will continue to serve as coordinator for Information Services.

**B. SACS Reaffirmation/Accreditation Process**

Dr. Julian reported that following the college's substantive change, BCTC now needs to go through a reaffirmation/accreditation process, which includes three steps:

1. Compliance Certification Report
2. Quality Enhancement Plan (QEP) with focus on student learning
3. Specific learning assessment activities

**C. Update on Facilities Management**

Dr. Julian commented on the need for funding for current facilities and future building plans.

**D. State Corrections Programs**

Dr. Julian reported that although Kentucky Department of Corrections educational programs have been managed by KCTCS for the past several years, this effort will now be channeled to the colleges. BCTC will coordinate programs in institutions in the central part of the state.

**E. Building BCTC Identity**

Dr. Julian remarked that an important part of BCTC's enrollment growth hinges upon building a solid identity for our new institution, with a need for much greater community recognition. More widespread and immediate recognition is required, and support of the Board of Directors is critical as the college goes forward to plan programs and services.

**F. Presentation of Portrait of Former BCTC President:**

Dr. Julian unveiled a portrait of former BCTC President Jim Kerley. The portrait will be hung in the new board room at Leestown campus, recognizing Dr. Kerley as the first president of the consolidated Bluegrass Community and Technical College.

**III. Business**

**A. Approval of Previous Minutes**

Randy Powell called for board review and approval of three sets of previous minutes (September 6, 2007, October 1, 2007 – Executive Session, October 5,

2007). One correction was noted on the September 6, 2007 minutes to add Reginald Thomas to attendee list. Bob McNulty proposed a motion to approve, with correction noted; Eunice Beatty seconded the motion, and the motion carried. All previous minutes were approved as presented and corrected.

#### **IV. Discussion – Announcements**

##### **A. Budget Issues**

Dr. Julian introduced Ron Brown and asked him to present a status of the current budget, with a brief overview of the General Fund. Ron remarked about recent budget cuts of 10% across the college and indicated this must be carefully monitored each month as an ongoing effort to control expenditures. He stated that the 2008-09 process needs to be assessed, with advance planning for the year ahead.

Discussion followed regarding collection efforts on delinquent accounts. Ron explained that a lengthy process was involved, to make collection efforts on tuition. A large sum of approximately \$3.8 million is in collections and being worked in an effort to retrieve lost income. Florence Huffman complimented Ron for his ongoing efforts. Accounts for the 2005 year had been written off, but will be added later to collection efforts. At this time, it is hoped the college will have a better chance of gaining income from 2006 accounts.

##### **B. Enrollment Update**

Dr. Julian stated that the key focus for BCTC is to get enrollment back up, and that the college identity issue is critical to this process, and how we are perceived as linked to the University of Kentucky. This is the only way to grow current enrollment and to increase income. Florence Huffman asked that the board be given a clearer picture at its next meeting of how BCTC can market its product, showing exactly what each of us can do, yet remain within KCTCS guidelines. David Samford asked if BCTC had a projected deficit for the upcoming year. Ron replied that we are not currently projecting a deficit, but are meeting challenges as they come. Tri Roberts remarked that we cannot rely on the possibility of a tuition increase since it may be frozen, but must rely on enrollment growth.

Randy Powell stated that additional financial discipline is needed to re-energize efforts throughout the college. Reggie Thomas asked if lay-offs were anticipated. Dr. Julian replied lay-offs are not anticipated at this time, but there was a need to exercise sound financial management. With new programming possibilities and new targeted enrollment, BCTC may have some possible solutions. A big

challenge is to help our public understand that BCTC can still provide excellent transfer opportunities.

Palisa Rushin stated that November 1 is the official date to report enrollment, and that the current 11,655 in unduplicated headcount is basically “flat” as compared to last year. Palisa reported that Fall II enrollment was up this year.

The college recruitment team consists of approximately 20 members who have worked very hard this year, visiting many schools and sites, and they had been anywhere BCTC could have had a presence. Area technology centers and high school students have been targeted. The Enrollment/Marketing Action Team has worked to assess any new target areas, and to make improvements in existing areas. Palisa reported many new initiatives in an attempt to get new students into the pipeline. Transfer possibilities are being improved with both UK and EKU.

Reggie Thomas asked if a report on minority enrollment and recruitment could be brought to the board at its next meeting in March. Possibly Erin Howard or Charlene Walker could bring this update to the board. Reggie inquired what the college goal was for the coming year. Palisa replied that Dr. Julian would determine our goal for the upcoming year.

Dr. Julian commented that to get BCTC enrollment levels up it will take more space and more online classes. Eunice Beatty commented that a problem is retention of students. Palisa added that students who complete two years with us are much better equipped and able to complete a four-year degree. She assured the board that enrollment would go up, as we zealously pursue all procedures and processes to assure a good outcome.

Dave Hellmich stated the need to aggressively train all faculty to teach online classes since more and more students were enrolling in online classes. Palisa stated that the number of part-time students has increased. Dr. Julian commented that pressure from CPE to increase enrollment will also continue. There is definitely a competition for students among institutions of higher learning, and BCTC must work within this competitive environment.

**C. Upcoming Legislative Session**

The KCTCS Legislative Briefing is to be held at Crowne Plaza/Campbell House, Lexington, on December 17, 2007 at a luncheon meeting, prior to the start of the 2008 Kentucky Legislative Session in Frankfort.

**D. Set Dates for Quarterly Meetings**

Randy Powell presented possible future board meeting dates for 2008 as the first Thursdays of March, June, September, and December. A motion to accept was made by Jerry Howell, and seconded by Becky Critchfield. However, with further discussion, it was determined that Wednesdays worked better for some members. Bob McNulty proposed to amend the motion on the table to change the proposed dates to Wednesdays. Jerry Howell and Becky Critchfield agreed, and the board unanimously approved the new dates for 2008. *2008 meeting dates are March 5, June 4, September 3, and December 3, 2008.*

**E. Construction Update**

Marilyn Childre brought an updated report to the board, with regard to the Winchester building now expected to be ready by the end of May 2008. Georgetown construction is now in the design and programming phase. A second soil survey was necessary due to soil conditions and rock content. Final Phase B review is due January 11, 2008. The project is ranked third on the KCTCS Capital Projects list for possible funding in the Legislative session approved budget.

**F. Discussion on Board Appointments/Reappointments**

There has been no further news from the Governor's Office regarding appointments or re-appointments to the BCTC Board of Directors. It is hoped that the 2008 Legislative Session will amend KRS 164.600 to stagger terms of appointed members to alleviate the simultaneous loss of several or all knowledgeable appointees every six years.

**G. Other Discussion**

Board member Eunice Beatty announced she will be stepping down from her faculty representative position on the Board of Directors, with immediate effect. She will retire from her faculty position at BCTC, due to family demands. Eunice expressed her thanks to all, indicating it will be very difficult to leave this board, the college, and her teaching responsibilities.

Randy Powell expressed the board's gratitude and appreciation for her excellent service and work as a board member, stating "she will be missed by all at the college who have a great appreciation for her hard work and passion for teaching. It has been a delight to have you as part of this board."

Becky Critchfield posed the question about filling vacant positions. Dr. Julian is assessing vacant positions and will need to make a critical assessment before making any staffing changes.

Randy Powell asked for the feeling of board members regarding holding a retreat with Dr. Julian, as mentioned by Dr. Michael McCall when Dr. Julian was approved as the new BCTC president. Dr. Julian remarked it might be best to wait until she had settled in, a student satisfaction and climate survey was taken, and she would have better information. The consensus was to wait until late in the spring of 2008. There was also the need to settle on a strategy for the new building, or a possible move for BCTC, so more time will be needed to gain information before planning a retreat.

**V. Adjournment**

A motion to adjourn was proposed by Florence Huffman, seconded by Jerry Howell, and the meeting of the board of directors was adjourned at 8:15 p.m.

**The next meeting of the board is scheduled for Wednesday, March 5, 2008, at the Leestown Campus Board Room.**

Respectfully submitted,

*Sylvia Williams*

Office of the President