

MINUTES
Bluegrass Community and Technical College
Board of Directors
Newtown Campus Classroom Building, Room 107, Lexington, KY
May 31, 2017

Members Present: Pamela Brough, Joshua Hoekstra, Florence Huffman, Robert McNulty, S. Dudley Taylor, Vice Chair

Absent: Nick Harding and Ron Walker, Jr.

Others Present: Ren Bates, Lisa Bell, Dr. Greg Feeney, Annissa Franklin, Dr. Augusta Julian, Alan Lawson, Tammy Liles, Mark Manuel, Dr. Laurel Martin, Andrew Morgan, Dr. Palisa Williams Rushin, Sara Sauer, Charlene Walker

I. Welcome / Introductions

Vice Chair S. Dudley Taylor called the meeting to order at 6:02 p.m. Vice Chair Taylor noted that Chair Ron Walker was out of town on business. Board members congratulated Florence Huffman on her birthday today.

Vice Chair Taylor recognized Annissa Franklin, a former board member who served from 2008 – 2017. Mr. Taylor noted that Ms. Franklin was also the board chair for two years and did a wonderful job. The Vice Chair thanked Ms. Franklin for her service to the board and presented her with a plaque to recognize her service. Ms. Franklin said she appreciated the opportunity to serve, as she had learned so much about the college. She stated that being a board member was a wonderful experience for her personally and expressed her hope that she helped make an impact on who we are as a college.

Vice Chair Taylor next requested a change to the order of items on the agenda to allow reports to flow more smoothly. He recommended the board receive Item III. B., *Pharmacy Technician Program Presentation*, prior to Item II. A., *Approval of Minutes, March 1, 2017*. Vice Chair Taylor requested a second change to the agenda to receive Items III. A., *2016 – 2017 Budget Update*, prior to Item II. B., *Budget Committee Report – Approval of 2017 – 2018 Budget*. This change will allow members to hear all budget information in one report.

Robert McNulty made the motion to approve suggested revisions to the agenda. Ms. Huffman seconded the motion, and the motion carried. (*NOTE: Minutes have been reordered to the original agenda for consistency.*)

The board then took up item III. B. on the revised agenda.

II. Business Meeting

A. Approval of Minutes, March 1, 2017

Minutes from the March 1, 2017, Board of Directors meeting were presented for approval. A motion was made by Pamela Brough to approve the minutes. Ms. Huffman seconded the motion, and the motion carried.

The board then took up item III. A. on the revised agenda.

B. Budget Committee Report – Approval of 2017 – 2018 Budget

Vice Chair Taylor, who serves as the chair of the Budget Committee, reported that the committee met on May 25, 2017. Members of the committee are Chair Walker, Vice Chair Taylor, and Mr. McNulty. Dr. Augusta Julian and Lisa Bell also attended the meeting. At the meeting, Ms. Bell described the budget planning process and how it relates to the college's goals and mission. Vice Chair Taylor reviewed some of the highlights from the planning process.

- The state appropriation is allocated to the Kentucky Community and Technical College System (KCTCS); starting this year, all state appropriations will be allocated to the colleges and KCTCS will recharge each college for system support. Vice Chair Taylor noted a concern that the colleges have no oversight over KCTCS operations, so there is no real control over the funding. He remarked that the college will receive \$18 million in state appropriations this year, but KCTCS will recharge almost \$8.6 million of that total.
- BCTC's state allocation is approximately 20 percent of the college's public funds, and 67 percent is received from tuition and fees. Vice Chair Taylor remarked that there will be a tuition increase, likely to be \$6 per credit hour. Revenues will be utilized to cover employee salary increases if approved by the Board of Regents.
- Maintenance and operations costs will increase in the next year. Ms. Bell budgeted over \$350,000 for the Science Education Center and included close to \$450,000 for the Georgetown–Scott County Campus. There is a nonrecurring operations allocation for just over \$2 million.
- The fund balance is estimated to total \$12.8 million, down from just over \$15 million at the end of the previous fiscal year.

Vice Chair Taylor suggested that the college provide information to employees on the value of the benefits package, as benefits rates are 43.5 percent and that is large compared to other organizations. Presenting the information in this manner would allow employees to easily see the value of their total compensation package.

Ms. Bell noted that she is presenting the board members with a balanced budget. She stated that there have been challenging years where it was a struggle to recommend a realistic balanced budget.

Ms. Bell referenced charts showing the ending fund balances, or nonrecurring funds, from 2013 to 2017, and noted that the amounts match the budget report yearly comparisons. This fiscal year there is a surplus reported; in other years this has been a deficit. In the current fiscal year, Ms. Bell noted that we budgeted \$6 million for the Leestown Campus renovations and spent \$4.5 million, but the college will receive some funds to replenish that amount once the Work Ready Skills Initiative (WRSI) funding is released.

Ms. Bell then discussed the FY 2018 allocations and projections, which will be discussed in greater detail in the current year update. There are also some capital needs that were identified in the Strategic Needs Analysis that was approved at the December meeting totaling about \$20 million.

Dr. Julian added that there are plans to hire five staff members who will be dedicated to student success initiatives. Those staff positions will be hired using nonrecurring funds and transitioned to recurring operations. Their efforts will help with student retention and success and should be considered as an investment. Dr. Julian noted that college leadership has also authorized three faculty hires that will help us address long-standing needs.

Mr. McNulty asked how BCTC is equipped to succeed and not lose funding. For instance, how has leadership been able to dedicate operational funding for the Newtown Campus Science Education Center and the Georgetown – Scott County Campus with no additional funding from the state? Dr. Julian said that at the board's direction and with leadership's support, we have been very frugal. There were a few good years when enrollment was growing and the college was able to build a nonrecurring fund balance that is essentially the college's savings account. Dr. Julian thanked members for supporting decisions made to create an account so the college has the resources to do the things that are needed now.

Dr. Julian remarked that we still have a way to go in building the BCTC brand and promoting enrollment. She noted that it is imperative that efforts continue to market and recruit. Dr. Julian stated that \$350,000 was allocated from fund balance a few years ago to do additional branding and marketing, and allocations are made each year out of nonrecurring funds to continue these efforts, even as we deal with falling enrollment and reduced state allocations. The college will grow by adding programs that businesses and industries need, and by building relationships with the University of Kentucky and other universities for students who want to transfer.

Ms. Huffman asked about the source of the \$1.4 million in private funds under the 2017–18 operating budget. Ms. Bell responded that amount is the fund balance for our gift accounts.

Joshua Hoekstra asked if there should be concern about the change the system is making about the handling of the state allocation. Dr. Julian believes that this is a

decision to show that all state money goes to the colleges who then support centralized operations. Vice Chair Taylor stated that he had noted earlier that because the colleges do not have control over KCTCS expenditures, this arrangement could create questions.

Mr. Hoekstra remarked that he remains concerned that BCTC is not getting an equitable share from KCTCS. He believes this new way of accounting for state allocations makes it hard to explain funding differences at the college level. It appears that we went from \$9 million to \$18 million in state allocations which is not the case.

Dr. Julian said that a change is coming that will impact everything, and that is legislative decisions and budget based on performance funding. It will not add to the overall pot, but how the money is allocated to the colleges will be different. She explained that in the past, funding was based on historical allocations first, and the numbers that were used were public funds including both state allocations and tuition. When tuition was going up and enrollment increased, tuition revenues got larger and the state allocations got smaller. When the tuition dollars started to decrease, state allocations never went up, which is the basis of BCTC's funding problem.

In the future, the state allocation will be determined by performance and will vary depending on how well individual colleges do. Dr. Julian believes BCTC is well positioned to earn all of the potential performance funding, which is estimated to equal \$204,000 this coming year at five percent of state funding. KCTCS has determined and the Council on Postsecondary Education has agreed, that moving to equitable funding of colleges is being phased in, so it will take five years. Every year will go up in terms of redistribution among the colleges. Ms. Bell noted that the \$204,000 that increased our budget was taken from the other colleges. Dr. Julian said that KCTCS has made a commitment to begin to equalize the allocation appropriately.

Ms. Bell noted that our recurring base is last year's base of \$9.3 million plus the \$204,000, for a total of \$9.5 million. The budget summary document shows \$18 million, which is slightly confusing and represents the change to allocations and the move to a full charge back for centralized operations. Ms. Bell noted that if the Board of Regents approves the three percent salary increase, an additional \$124,000 will be added to system charges to give System Office employees a salary increase, so this becomes quite a complex issue.

Ms. Bell remarked that there is an anticipated online course charge of \$15 to \$20 per credit hour, which will generate about \$1 million if approved and our enrollment estimates are accurate. Vice Chair Taylor noted that increase makes us a little less competitive for those courses.

Vice Chair Taylor said that the committee has made a recommendation to accept the 2017 – 2018 budget. He made a motion to accept the budget so it may be submitted to the KCTCS Board of Regents. Ms. Huffman seconded the motion, and the motion carried. Vice Chair Taylor thanked Ms. Bell for her report.

C. President’s Evaluation Committee Report

Mr. McNulty, committee chair, reported that the President’s Evaluation Committee met on May 22, 2017. Members of the committee are Mr. McNulty, Mr. Hoekstra, and Chair Walker.

Mr. McNulty remarked that the board makes a recommendation, and the board chair sends a completed evaluation form and recommendation letter to Dr. Jay Box at KCTCS. Dr. Box will take that information into consideration, and will meet with Dr. Julian for a year-end evaluation at the end of June.

Mr. McNulty noted that overall, Dr. Julian is doing an exceptional job and the committee rated her as Exceeds Expectations on each statement on the evaluation form. The committee did have some discussion about several items. Mr. McNulty noted that one question was in regard to the criminal justice position, but that was cleared up during the budget committee meeting when it was determined that a hire had been made. The committee discussed the need to support and maintain focus on faculty and staff. There was also discussion about the authority exercised by the System Office on college operations, as well as other entities that have an effect on the institution and campuses.

Dr. Julian noted that related to filling the criminal justice faculty position, funding for a competitive salary had been a concern. She noted a similar difficulty with hiring nursing faculty and other fields where our salaries are not competitive. The criminal justice program had a good instructor for several years. When he left, and we had to fill that position again, we had three failed searches. The college tried several strategies, including internal reassignment, to keep the program strong. We have great partnerships including a new one with the Kentucky State Police, and we are planning to offers classes for their recruits. We needed to ramp up the leadership in that program to take advantage of these opportunities, and the faculty member recently hired is the right step to move forward.

Mr. McNulty asked about workforce management, and how the college decides how many students to graduate with what certificates. He is concerned with how the college will fare with performance funding now and in the future. Dr. Julian introduced Alan Lawson, who has been the grants director, and was recently hired as the Director of Institutional Planning, Research, and Effectiveness to replace Mary Forbes. Mr. Lawson can access data from unemployment insurance and from alumni surveys.

Dr. Julian reported that when people come to us in technical and career programs, our placement rates are between 85 and 100 percent all of the time. Some

students choose not to go into the workforce for various reasons. Also, students graduating in construction or early childhood education may have their own business or work for a family member, so they do not see themselves as obtaining a new job. Many students in programs such as architectural technology or environmental science can get a job with that degree, but they are continuing on to obtain a bachelor's degree. It is very difficult to get conclusive data on this type of inquiry, but we do hear from some industry leaders that they cannot get enough qualified people for some skilled areas.

Dr. Julian noted that she remains committed to addressing faculty and staff encouragement and appreciation. This year, Dr. Box has recommended salary increases and the college presidents have supported. Dr. Julian noted that BCTC employees are doing a good job, and people have worked very hard, particularly when positions go unfilled. People like to be involved and informed, which is a high priority for her. She remarked that she tries to deal honestly with people, whether the news is good or bad, and she is committed to treating employees of the college with respect. She believes that leadership has built that kind of culture over the years, and it is important to maintain.

Mr. McNulty asked Dr. Julian what she plans to do in 2017–2018. Dr. Julian remarked that we have focused on four annual priorities in the last year related to student success. There are several things we know: performance funding is coming, we need to do better with retention strategies, we need to do more to decrease the achievement gap, and we have several unfilled positions that need attention as soon as the budget allows. College leadership felt that we needed to do more to focus efforts on student success, and three project teams were created last year. She noted they were:

- Career Pathways – If students have a career goal, they are more likely to stay in school and finish a program. Career counselors were hired to help with this initiative.
- Enrollment Pipeline – This addresses issues related to recruiting, admissions, and enrollment.
- Global Learners and Equity Support – Issues of cultural competency and strategies for working with burgeoning populations and international student are focus for this group.

A fourth group was incorporated for the coming year to address completion and retention strategies and continue focus on the Strategic Enrollment Management Plan.

Dr. Julian remarked that there is a great deal of work happening around these initiatives, and we will continue that focus in the coming year. Dr. Julian and the team leaders will report at the Fall Kick-Off about actions underway and plans going forward. Dr. Julian believes that focusing attention on a few things seems to make sense for organizational development and planning. Leadership's

commitment was to work with those teams and set them up for success, and we will continue to do that in the coming year.

Dr. Julian said that efforts continue to work on resource development, especially in Danville where we need to raise another \$700,000 for the Work Ready Skills Initiative (WRSI) award. In addition, we continue to plan for renovations at the Newtown and Leestown Campuses. Dr. Julian's role is to provide overall leadership and to engage in rich conversations about facilities needs and partnerships that support them.

Mr. McNulty asked about the parking situation at Cooper Campus. Dr. Julian said that is a part of the overall facilities planning, and she regrets the short-term pain for faculty, staff, and students. She stated that when the agreement was made with UK, it was thought that the health programs would be relocated to Leestown by the Fall semester. The scheduled has been pushed back, and we will need to deal with another challenging period. She noted that we are in discussions with Lextran about a bus pass program for faculty, staff, and students, and we are hopeful we can make that work. While it will not help everyone, some will benefit greatly.

Mr. Taylor asked about expected renovations of the cottages. Dr. Julian remarked that the cottages at the Newtown North site were originally residential units for youth offenders and then housed some offices. College leadership engaged in a planning activity yesterday, and current thinking is that we will create an intake center with admissions services. It is hoped that we can start with the design work in the next year. We may also be able to locate some other services and outreach activities such as Multiculturalism and Inclusion in that space as well.

The Laundry Building will likely become a visitor center and can house student activities. Ms. Huffman asked if that space would also be useful for community and student meetings. Dr. Julian said that we may need to use some of that space temporarily for offices. The goal, however, is to leave the area open so the building will become a community center, perhaps with food and coffee available after a transition period.

A motion was made by Ms. Brough to give Dr. Julian the highest possible rating and submit that information to Dr. Box for his review. Mr. Hoekstra seconded, and the motion carried. Chair Walker will prepare a letter outlining the board's decision and send it to Dr. Box to include as a part of Dr. Julian's evaluation materials.

D. Strategic Planning Committee Report – Endorsement of Mission Statement

Ms. Brough, committee chair, noted that the committee reviewed the mission statement draft and held a discussion via email. Members of the committee are Ms. Brough, Mr. Hoekstra, Ms. Huffman, and Chair Walker. The committee members were satisfied that the information was detailed and clear.

Ms. Brough made a recommendation to the board to endorse the revised draft of the mission statement so it may be submitted to the Kentucky Community and Technical College System (KCTCS) Board of Regents for approval in September 2017. A motion was made by Mr. Taylor to endorse the revised mission statement. Mr. McNulty seconded the motion, and the motion carried.

The board then took up item III. C. on the revised agenda.

III. Information / Discussion

A. 2016 – 2017 Budget Update

Vice Chair Taylor invited Lisa Bell to discuss the 2016 – 2017 budget report. Ms. Bell stated that our projections on budget have been realistic. The current year's budget was based on a five percent decrease in revenues from actual FY 2016. She noted that tuition revenue is beyond our budgeted level for the first time in several years. Ms. Bell remarked that even though enrollment continues to decline at a small percentage rate, we were able to accurately estimate revenues and get back on track.

Ms. Bell stated that summer revenue is \$400,000 over budget. That amount will decrease as we will be posting deferred revenue entries that are for next year until the first week of July. While there will be additional entries as we close this fiscal year, we will end the year in a very strong financial position. Expenses are on track, and we anticipate another bad debt expense savings, which goes right into the bottom line just like revenue. Since fiscal year 2013, we have benefited by collections of more than \$6 million related to bad debt expense. Ms. Bell acknowledge that lots of hard work from multiple departments has allowed us to reach that level of savings.

Ms. Bell said that bookstore commissions are down. The budget was decreased to \$520,000, but we are currently at \$350,000 and it is likely we will not make the budget on that this year. This is probably due to the fact that enrollment is down, and use of E-resources has increased, which is helpful to students. Barnes and Noble continues to provide this service to our students.

Vice Chair Taylor thanked Ms. Bell for her report. The board then took up item II. B. on the revised agenda.

B. Pharmacy Technician Program Presentation

Dr. Greg Feeney introduced Tammy Liles, Dean for the Allied Health and Natural Sciences areas. Ms. Liles thanked the board for inviting her to present. She remarked that healthcare partnerships have existed since the programs began, for as long as 59 years, and none of those programs would exist without partnerships. The college is responsible for accredited curriculums, faculty, and operating costs. The number of seats available to students is defined by the accrediting body. The partners provide clinical opportunities for students, and there are advisory boards that meet once a semester to talk about the programs and real-world needs. Partners also bring

resources and connections to the community. BCTC currently has nine healthcare programs located throughout central Kentucky, including:

- Nursing (RN, LPN, and Nurse Aide)
- Radiography
- Respiratory Therapy
- Nuclear Medicine – closing as of July 1, 2017
- Dental Hygiene
- Medical Assisting
- Surgical Technology
- Pharmacy Technician
- EMT / Paramedic – beginning January 2018

Ms. Liles explained that there are many challenges associated with forming and keeping partnerships, and we are looking at ways to structure those partnerships differently than in the past. Challenges seen in various partnerships may include:

- Rapidly changing technology
- Costs for equipment, faculty, and accreditation
- General fiscal challenges
- Workforce demand that exceeds current capacity structure
- Rapid need for new programs
- Changes to licensure requirements
- Need for specialized programs for small numbers of students

Ms. Liles remarked that as the college relies more on tuition money and less on state support, we must find a way to change the partnerships to meet industry needs. Last summer, Governor Bevin announced the Work Ready Skills Initiative bond funds, which could be leveraged to improve infrastructure for specific industry sectors. This announcement allowed the college to open a dialogue with several partners about expanding facilities to meet their workforce needs. Healthcare entities expressed a need for more workers in nursing, surgical technicians, medical assistants, respiratory therapists, and radiographers, as well as a request for adding programs in sonography, sterilization, and EKG technicians.

Ms. Liles stated that the Pharmacy Technician program is an example of where this new type of partnership has developed. The University of Kentucky (UK) requested BCTC to look into starting the program and offered much start-up support. One year later, we began offering it and had students enrolled. This required a great deal of work and coordination by many individuals. By 2020, licensure in the field will require graduation from an accredited program. BCTC provides a faculty member, facilities, and operations costs; UK provides a clinical faculty member and site, input on curriculum, and accreditation support. An advisory board is made up of practitioners. Ms. Liles explained that this is a model program for a new type of partnership for the college.

Ms. Liles introduced Sara Sauer, BCTC Pharmacy Technician program coordinator and faculty member, and Andrew Morgan, UK clinical site coordinator for further information.

Dr. Julian told the board members that both Dr. Feeney and Ms. Liles have been excellent leaders in moving forward with this model where we have to work more closely with employers. She said that while we have always had good partnerships, we must strengthen these connections. She noted that BCTC students are benefiting from the work of Ms. Sauer and Mr. Morgan, as they have led this effort in program development.

Ms. Sauer thanked the board for allowing her to present. She displayed the Pharmacy Technician program logo and explained that they are using this to brand the program on everything from teaching to marketing materials. Ms. Sauer noted that the Leestown Campus location places them with the other healthcare programs that are moving there.

Pharmacy Technician is a one year program, and students are very busy during that year with hands-on training in BCTC's mock pharmacy and with clinical experience at UK. Ms. Sauer hopes to have opportunities in local retail pharmacies soon. This program is good for students who need a quick means to support their family. Students enrolled in the program are eligible to receive financial aid. Upon completion of the program, graduates will have received two certificates and a diploma. Students must prepare to become licensed as a National Certified Pharmacy Technician (CPhT). Ms. Sauer noted that the program will also help students with job placement.

Ms. Sauer reported that three students were enrolled in Fall 2016 and another three enrolled in Spring 2016. One student graduated in May, and two more will graduate in August. All three graduates have job offers at UK, so the program currently has 100 percent placement. The current enrollment for Fall 2017 is 20, so the program is at capacity.

Ms. Sauer remarked that the program must be accredited, and there will be a site visit conducted on August 7. The program has met the requirements so she does not foresee any major programs. Ms. Sauer and Mr. Morgan plan to focus more on program branding using social media, job placement, building a professional network, and increasing community involvement. There are plans to increase and improve awareness of the profession more broadly.

Ms. Sauer introduced Mr. Morgan. He noted that we currently have one clinical site, which is UK Healthcare. Mr. Morgan works with UK as the liaison for this program and also does policy development. He is dedicated to BCTC throughout the fall and spring semesters. He will continue to look for opportunities to expand internship sites for students, including with KentuckyOne and Baptist Health facilities.

Mr. Morgan remarked that students really enjoy their work experiences through this program. UK Healthcare has sterile and hazardous compounding areas and is in the forefront of medical technologies so students see real world applications of how situations change in the hospitals. At UK Healthcare, jobs are available on the in-patient side, and UK starts at \$14/hour with no experience. Successful technicians can increase their earnings up to a grade 12, which is the starting salary for a pharmacist. The field is always expanding and automating, which is exciting, and demand for trained pharmacy technicians will increase in the future. Mr. Morgan believes that this can be a springboard for successful students and this program may open a lot of doors for them.

Vice Chair Taylor asked for more information about the job market and the competition between hospitals and retail pharmacies. Ms. Sauer remarked that most technicians who work in hospitals must complete a residency, and all technicians will have to be certified. The goal is to showcase both experiences and allow the students to select what they like best. Dr. Feeney said that we want to give students as much exposure to different sites as possible. Mr. Morgan agreed that it is difficult to find people with the required experience in hospitals and it is not unusual for positions to be open for more than a year, so this program will help.

Dr. Julian asked about the accreditation process. Ms. Sauer responded that all students who complete in this class will be considered to have been graduated from an accredited program, assuming the accreditation is awarded.

Dr. Julian remarked that we appreciate the hard work on this program, and it is apparent that we have been successful in these efforts thus far. Dr. Julian reported that Ms. Sauer and Mr. Morgan won one of the Mike McMillan Team Awards this year for their involvement in outreach, program planning, and developing partnership.

Vice Chair Taylor thanked everyone for providing this information to the board. The board then took up item II. A. on the revised agenda.

C. Board Calendar and Communications

Dr. Julian noted that a proposed meeting schedule for 2017–2018 was included in the board packet. After discussion, it was decided to move the September meeting back one week so it did not coincide with the Labor Day holiday week. The new meeting date will be September 13, 2017. Dr. Julian recommended meeting at the Georgetown–Scott County Campus, since most members' last saw it partially completed.

D. Functional Area Updates

Dr. Feeney announced that he is very proud of the leadership team in Academics and Workforce Development. He recognized the four deans – Tammy Liles, Pam Hatcher, Dr. Rebecca Simms, and Dr. Karen Mayo – and said that these individuals have been with the college for many years, and we are seeing the benefits from that long-term association as we look back at the past year.

Going into next year, the college is revising the faculty advisor role to better meet the needs of student and lead to greater success. There are standards that will appear on the Performance Planning and Evaluation form, which should increase positive results. Dr. Feeney is proud of the professional development opportunities that have been offered this year.

Dr. Feeney remarked that we were able to replace some faculty and add a few new positions. Several areas have undergone reorganization, and we have recently hired a new director who will oversee the library and tutoring services and a new testing center coordinator.

Dr. Feeney stated that there has been increased emphasis on class scheduling, which has impacted the number of seats filled. We are down 1.5 percent for the summer and 1 percent for the fall, but our efficiencies have increased. New classes are only opened when there is a demand. Academics leadership is working through the new Work Ready Kentucky Scholarship initiative and trying to identify ways that can be used to increase access.

Dr. Feeney is pleased to announce seven new programs for credentials up to the Associate in Applied Science degree were implemented this year. Our community partners share in the investment and the risk, but they also share in the success. He noted that we are adding to our partnership in criminal justice due to the success with the Lexington Police Department. A Memorandum of Agreement is being drafted with the Kentucky State Police, and we are starting conversations with other agencies who have approached us because they see how well the program is working.

Dr. Feeney noted that program advisory committees are one way we stay connected with business and industry. Academics' goal is to strengthen those groups, and we need to make more progress in this area. Dr. Feeney encouraged members to let him know if they have suggestions for good committee members.

Ms. Bell began her report on Finance and Operations noting that the college is getting ready to close the fiscal year, which ends on June 30. There are many processes to complete, and many will be working on that to close by the established deadline.

Ms. Bell reported that we are continuing to work on the inventory. Colleges are required to locate every item, every year. BCTC has equipment and assets of about \$92 million. Of the approximate 800 asset items, all but one have been found, which is a great result. There are approximately 6,500 equipment items, and we have located all but 24% of that, which is an improvement from last year. This work is always challenging due to moves. We have until June 30 to report our findings to KCTCS.

Ms. Bell reported that we currently have eight capital projects in various stages.

- The Georgetown–Scott County Campus opened in January, on time and within budget.

- The Leestown entrance reconfiguration has been started.
- The Leestown Campus renovations for classes should be completed by January 2018.
- The Newtown Campus Science Education Center will be opening in January 2018.
- A partnership with the Fayette County Public Schools is being explored.
- The Danville Campus addition awaits funding from community support and Work Ready Skills Initiative funds.
- The Newtown Campus cottages and Laundry building renovation will begin when designed.
- Demolition of the dormitory at the Newtown North site will be scheduled. This building cannot be easily renovated to suit our needs, and is scheduled to be torn down based on the recommendations of architects and engineers.

Charlene Walker thanked the board for the opportunity to talk about what is happening in Multiculturalism and Inclusion. She noted that most of the employees in the division are supported by grant funds, and it is an important part of the college. Colleges that received grants have an increased chance to receive additional grant funding. BCTC has many grants, including Upward Bound, Ready to Work, Work to Learn, Talent Search, and the Migrant Workers program. Ms. Walker remarked that if she stays with BCTC one more year, she will have been a part of the college for 30 years. She stated that she wrote the grants for Upward Bound and Talent Search when she started at the campus, and we just received funding for Talent Search for an additional five years to help students in underrepresented populations and first generation college students. She is proud that we have educated those students and many have stayed to work at the college.

Ms. Walker noted that all KCTCS colleges submit a diversity report, and she recently presented to CPE in Frankfort. BCTC's final report will be in July. The Louis Stokes Alliance for Minority Participation (LSAMP) report is due in June. Ms. Walker coordinates that program, which ensures that there are opportunities for students of color to major in the STEM disciplines.

Ms. Walker remarked that Super Someday was started at BCTC several years ago, and that idea has been adopted by the KCTCS colleges. This year, Ms. Walker went to the high schools to perform career assessments for juniors and seniors. Students who completed the assessment were invited to campus to talk with us and others from the community about career choices. On June 9, about 100 students will be coming to the Leestown Campus to get more information about the college and their career path. Those who complete all of the steps will receive a trip to Holiday World.

The Education Opportunity Center grant has hired the first of its staff who will work with Fayette, Clark, and Boyle counties. This will help students in foster care, as well as other students who will be able to attend college with a waiver.

Ms. Walker reported significant growth in intramural sports participation. The soccer program is growing rapidly, and the basketball program is always full. The athletic area off of Reynolds Road is home to most of our games, and we have heard lots of positive feedback from that.

Ms. Walker remarked that when she started at the college, she rarely saw a person of color; now, we need to make sure we are receptive to underrepresented populations. About 20 percent of our students are of color: 12 percent are African American, four percent are Latino, and four percent report being two or more races.

Ms. Walker noted that she is pleased to relate that the college has named an award after her, which will be presented every year to a faculty or staff member who demonstrates excellence in equity and inclusion.

Vice Chair Taylor thanked the vice presidents for their reports.

IV. Announcements

Dr. Julian remarked that there has been no news regarding the vacant board positions, but that the college has done everything we can do expedite the process by sending recommendations to KCTCS and communicating with candidates to ensure their paperwork is completed and submitted for consideration. We await further action by the Governor's Office of Boards and Commissions. She also reported that we need to hold an election for the staff representative vacancy. Staff Council had a failed nomination process this spring, and they will try again in fall. Dr. Julian announced that we will be welcoming Jose Morales, the new student representative, at the September meeting.

Dr. Julian acknowledged JoEllen Reed and Dr. Laurel Martin as being present at tonight's meeting.

V. Adjourn

A motion to adjourn was proposed by Ms. Brough, seconded by Ms. Huffman, and the motion carried. At 8:04 p.m., with no further business to come before the board, the meeting was adjourned.

The next regularly scheduled meeting of the board will be held on Wednesday, September 13, 2017. The meeting will be held at the Georgetown–Scott County Campus.

Respectfully submitted,

Tammi O'Neill
Office of the President

Augusta A. Julian, Ed.D.
President