

**Meeting Minutes**  
**Bluegrass Community and Technical College Board of Directors**  
**June 5, 2013**  
**Newtown Campus – Classroom Building**

**Members Present:**

Florence Huffman, Chair; Julia Ellis; Annissa Franklin; Marcia Freyman; Donna Heath Johnson; Bob McNulty; Dudley Taylor

Absent: Dr. Jonah Mitchell; Bob Rowland; Ron Walker

**Others Present:** Ren Bates, Lisa Bell, Dr. Augusta Julian, Tri Roberts; Dr. Palisa Williams Rushin

**Guest:** Mary Forbes, Institutional Planning, Research, and Effectiveness

**I. Welcome – Introductions**

The meeting was called to order at 6:10 p.m. after a brief tour of the Newtown Classroom Building. Chair Florence Huffman welcomed everyone and asked those in attendance to introduce himself or herself. It was determined that a quorum was present.

In appreciation for service on the BCTC Board of Directors, Chair Huffman presented Julia Ellis with a plaque of appreciation for her service this past year as student representative to the board. She also presented an appreciation plaque to Donna Heath Johnson, whose 3-year tenure on the board as staff representative will end June 30, 2013. Replacements for both positions will be elected.

**II. Business Meeting**

**A. Approval of Minutes – March 6, 2013**

Chair Huffman asked for review and approval of the board's March 6, 2013, minutes. Bob McNulty made the motion to approve. It was seconded by Donna Heath Johnson, and the motion carried.

**B. Budget Committee Report and Approval of 2013-14 Budget**

Chair Huffman reported that the board's Budget Committee had met and had reviewed and discussed the proposed budget. She asked Dudley Taylor, chair of the committee, to bring the report. Mr. Taylor stated that the Budget Committee, discussed budget parameters and highlights. Considerations for completing the budget proposal included state-mandated budget cuts, declining enrollments, operating expense cuts, and vacant positions eliminated across the college. The committee recommends that the college's *2013-14 Operating Budget* be approved for submission to the Kentucky Community and Technical College System (KCTCS) Board of Regents. He asked Lisa Bell, Vice President, Finance and Operations, to provide further detail for the board.

Ms. Bell directed the board's attention to the budget sheet in their packets. She briefly referenced the college's principles and priorities for annual budget

development. She also noted the guidelines and parameters established by KCTCS. Ms. Bell reported that the college's total budget is approximately \$99,870,900 for 2013-14. Public Funds (tuition revenues and state appropriations) comprise 81.98% of the unrestricted budget. She noted that proposed tuition increases for next year would set tuition at \$144 per credit hour. An employee salary increase request is expected to be made to the KCTCS Board of Regents of around 2% or \$1,000 whichever is greater. Blackboard Student Support Services expenses are also built into the budget. Action will be taken in June by the KCTCS Board of Regents on the system budget.

Ms. Bell reminded the board that declining revenues make continued budget realignment necessary. The college needs to be extremely cautious and conservative in expenditures for FY14. State appropriations to colleges decrease for the coming year as tuition estimates are increased as a part of the system funding model.

Chair Huffman reminded the board that approval of the annual operating budget for submission to the KCTCS System Office is a primary function of the Board of Directors. Dudley Taylor stated that the FY13-14 operating budget as presented is realistic, lean and conservative. Mr. Taylor made a motion to approve the *2013-2014 Operating Budget*, seconded by Ms. Heath Johnson, and it was approved as presented.

Chair Huffman complimented Lisa Bell and her staff for their diligent and hard work in preparing and explaining the *2013-2014 Operating Budget*. She also commended the board Budget Committee for their thorough review and recommendation.

**C. Strategic Planning Committee Report: Approval of Proposed Three-Year Action Steps**

Chair Huffman asked the Strategic Planning Committee to present their report. Donna Heath Johnson reported that the committee had met with Mary Forbes and had reviewed development of proposed Three-Year Action Steps. She recommended that the Action Steps be accepted as written.

Dr. Julian asked that Mary Forbes provide further detail to the board on the process of revising the steps. She reminded the board that they had input to the process at the December 2012 meeting and stated the items of concern to the board along with suggestions from across the college are contained in the proposal.

Ms. Forbes stated that the college's Strategic Plan is for 2010-2016, and we are at the halfway point. She presented a brief video that was created to increase awareness of planning efforts and to encourage people to participate in the development of the new Three-Year Actions Steps. Chair Huffman commented on the appearance of the Chief of Police in the video, stating that the Lexington Division of Police had recently presented Dr. Julian with the Distinguished Service Award for her work regarding the partnership which will establish a police academy at the Newtown Campus.

Dr. Julian and Mary Forbes commented on certain Action Steps, explaining why these were considered important initiatives. One example given was enhancing opportunity for awarding credit for prior learning. Many students come with skills, but not a credential, and we complete assessments to determine if credit should be awarded. We hope to expand this program. Another example was implementing supervisory and management training. The college is committed to improving skills of its supervisory staff to enhance employee support and performance across the college.

Chair Huffman thanked Ms. Forbes and Dr. Julian for a thorough review. Annissa Franklin made a motion to approve the proposed Three-Year Action Steps, this was seconded by Donna Heath Johnson, and the motion carried.

### **III. Information – Discussion**

#### **A. 2012-2013 Budget Update**

Ms. Bell referred to the *2012-13 Budget Update* in the board packets. She stated that although the college had positive net income over the last several years, the current year has presented considerable challenges with reduced enrollment and tuition receipts. In fact, a tuition revenue shortfall of \$900,000 is currently estimated. She reported \$625,000 in bookstore commissions which will help offset revenue shortfalls. Additionally, expenditures have been suspended until the end of the fiscal year except for critical and immediate needs. Dr. Julian commented that the college has held open staff and faculty vacancies for months and will continue to do so.

Ms. Bell reported a current \$12 million fund balance and explained that a new Fund 05 has been established to separately account for Fund Balance beginning in FY14.

Chair Huffman thanked Ms. Bell for the budget update and for her diligence in working through all the challenges during the past year.

#### **B. Newtown Campus Update**

Dr. Julian welcomed the board to the Newtown Campus. It has taken five years to achieve this goal, since the original legislation was passed. She reported that BCTC took possession of the new building in February 2013. In the second week of May an Open House was held, with approximately 150 in attendance. Numerous meetings have been held to coordinate with Eastern State Hospital and all players involved in the hospital's move from the Newtown Campus site. Much has been accomplished, and much remains to be done. Dr. Julian explained some of the issues still to be worked out. One issue is checking new hospital systems and training of personnel before patients can be moved.

Parking improvements are underway, and BCTC may get access to a paved lot at the Allen Building sooner than expected. Work on 4<sup>th</sup> Street is not slated to be completed until next year.

Chair Huffman thanked Dr. Julian for this excellent update on the Newtown Campus facility.

### **C. Board Calendar and Communications**

Dr. Julian stated that a new calendar for the board will be sent prior to the September meeting. By mutual consent, it was decided to move the September 2013 meeting to the second week in September, due to the Labor Day holiday. Other quarterly meetings will be held on the first Wednesday after that (December, March, June).

Chair Huffman stated that the September meeting should be again held at Newtown Campus. She also suggested that in future, KCTCS President Michael McCall be invited to attend, to be welcomed to the Newtown Campus facility.

Chair Huffman thanked Dr. Julian for the board updates the board has been receiving twice monthly and for her excellent responsiveness to the board.

### **IV. Announcements**

Bob McNulty expressed confidence in the US Postal Service to serve the college and patrons in this region.

### **V. Executive Session (President's Evaluation) KRS 61.810(1)(f)**

At 7:25 p.m., with no further business to come before the board, Annissa Franklin made a motion to adjourn the regular meeting and go into Executive Session for the purpose of hearing the President's Evaluation Committee report and to discuss the president's review (KRS 61.810(1)(f)). This was seconded by Donna Heath Johnson, and the motion carried. The Executive Session began at 7:26 p.m.; however, a five minute break was taken at that time.

At 8:05 p.m., Chair Huffman entertained a motion by Annissa Franklin to adjourn the Executive Session and return to regular session; this was seconded by Marcia Freyman and the motion carried.

Regular session resumed at 8:05 p.m. Chair Huffman stated she would prepare a letter on behalf of the board to be sent to KCTCS President Michael McCall, giving the board's findings and recommendations regarding President Julian's performance evaluation.

Annissa Franklin proposed a motion to adjourn the regular session of the board of directors. The motion carried by unanimous consent.

### **VI. Adjourn**

The June 5, 2013 meeting of the BCTC Board of Directors was adjourned at 8:06 p.m. The next regularly scheduled meeting of the Board will be on September 11, the second Wednesday of September 2013.

Respectfully submitted,  
*Sylvia Williams*