

Meeting Minutes

Bluegrass Community and Technical College Board of Directors

June 6, 2012

Leestown Campus – Board Room, Manufacturing Building

Members Present:

Florence Huffman, Chair; Donna Heath-Johnson; Bob McNulty; Dr. Jonah Mitchell; Dudley Taylor; Ron Walker

Absent: Kandi Bennett, Annissa Franklin, Marcia Freyman, Bob Rowland

Guests: Dr. Ben Worth

Others Present: Ren Bates, Lisa Bell, Dr. David Hellmich, Dr. Augusta Julian, Tri Roberts, Charlene Walker

I. Welcome – Introductions

The meeting was called to order at 6:00 p.m. Chair Florence Huffman welcomed everyone to the June meeting of the board, and she asked those in attendance to introduce himself or herself. It was determined that a quorum was present.

II. Business Meeting

A. Approval of Minutes – March 7, 2012

Chair Huffman asked for review and approval of the board's March 7, 2012, minutes. Bob McNulty made the motion to approve. It was seconded by Dr. Jonah Mitchell, and the motion carried.

B. Budget Committee Report and Approval of 2012-13 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 make the report. Mr. Taylor stated that the Budget Committee reviewed the budget with Budget Director Mindy Huang. They discussed parameters and highlights. The committee recommends that the college's *2012-13 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 Administration, 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 \$103 million for 2012-13, with a total budget increase over prior year, made up mostly from the tuition rate increase, of \$4,975,100. Public Funds (tuition revenues and state appropriations) comprise 74.81% of the unrestricted budget. She noted that proposed tuition increases for next year would set tuition at \$140 per credit hour. Action will be taken in June by the KCTCS Board of Regents.

Ms. Bell reminded the board that state-mandated budget cuts since February 2008 now total \$3,275,000. State-mandated budget cuts for FY13 are \$989,000, thus continued budget realignment is necessary. She stated that the budget is based on a 5% expected decrease in enrollment in the coming year and discussed decreases in tuition revenues and state appropriations, noting the college needs to be very conservative in expenditures for FY13.

Ms. Bell provided additional highlights. The budget reserve of \$1,633,400 remains, and the adjunct salary budget is increased by \$900,000. Dudley Taylor stated that the FY12-13 operating budget as presented is realistic yet conservative. Ron Walker made a motion to approve the *2012-2013 Operating Budget*, seconded by Dudley Taylor, 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 *2012-2013 Operating Budget*. She also commended the board Budget Committee for their review and recommendation.

III. Information – Discussion

A. 2011-2012 Budget Update

Ms. Bell referred to the *2011-12 Budget Update* in the board packets. She stated that although the college had enjoyed good net income over the last three years, the current year has presented some challenges with reduced enrollment and tuition receipts. This past spring, the college pulled back some nonrecurring allocations and implemented a “soft” hiring freeze, replacing only positions needed to achieve college priorities. Additionally, in June, expenditures have been suspended except for critical needs until the end of the fiscal year. The budgeted fund balance will roll forward to next year. Ms. Bell noted that 70.3% of BCTC’s budget is personnel expense. She also reported that the Barnes and Noble Bookstore commission was \$738,938.

B. Report on Online Learning

Dr. David Hellmich introduced Dr. Ben Worth, noting he is providing excellent leadership to our large and growing online presence. Dr. Worth expressed his appreciation to the board for the invitation to present a virtual online tour. He explained how online enrollment has experienced phenomenal growth of 242% over the past several years, with 478 sections now completely online and/or as a hybrid course. He noted that this growth can be seen in colleges across the United States as online instruction has proven very popular with students.

Dr. Worth explained hybrid courses as being “blended” learning, comprised of face-to-face class time coupled with online learning. The terms web-enhanced, learn-by-term, and learn-on-demand are used for online learning. He stressed that BCTC has support structures in place to assist faculty in using new technologies. Students have support as well to assist them in using new software and learning strategies for success in online courses. Dr. Worth stated that Blackboard is the course management system for our online classes. It is used by all public institutions in

Kentucky. He provided a sampling of web pages that assist faculty to develop and manage courses and that allow students to access course materials and resources.

Dr. Mitchell asked how the college determines it is using the right technology and instructional strategies for the future. Dr. Worth explained that online instruction makes use of modern technology that students expect, and we have to use the latest tools to stay competitive. It is not really less expensive for the college, due to infrastructure needed, but it does allow students to take courses more economically and conveniently thus increasing access and enrollment. Dr. Julian added that college space issues limit the number of students we can enroll, so online instruction assists us in taking in more students through online or hybrid classes.

Dr. Worth commented that the college will see more merging of online and traditional classroom instruction in the future. Not all students can handle strictly online classes, but need some face-to-face instruction, as well. Donna Heath-Johnson stated that Workforce Development also uses online instruction and is moving more in that direction in working with business and industry.

Chair Huffman thanked Dr. Worth for his very informative presentation on the positive aspects of online instruction and the impact it has on enrollment.

C. Newtown Campus Update

Dr. Julian presented an update on both challenges and progress on the Newtown Campus. She stated that early spring 2013 is still the date projected for occupancy of the new building, although the complete site will not be available until later. Eastern State Hospital's move to their new location is anticipated to be in April 2013. It is a very tight timeline for demolition and renovation to prepare the site to begin classes in August 2013.

Dr. Julian also briefly discussed the facilities previously occupied by the KY Juvenile Justice division which are still pledged to be transferred for use by BCTC. Transfer conveyance documents are currently being prepared.

D. 2011-2012 Annual Priorities Report

Dr. Julian referred to the *2011-2012 Annual Priorities Outcomes Report* sent to the board and provided various highlights from the report. She noted that much progress has been made to advance important initiatives even in tight budget times. Highlights include the Quality Enhancement Plan and improvement in students reading scores; the Communications Center; Opportunity College, with new programs in Anderson and Scott counties; the legislative intern program; efforts toward diverse employee hires; Newtown Campus development; Public Information and Marketing Department's national award for the digital newsletter; and the Finance and Operations area's awards for budget management from KCTCS. The report provides additional updates on college priorities from the past year. Draft priorities for next year are also included.

E. KCTCS Transformation Initiatives Update

Dr. Julian reviewed the document which had been sent to the board in their packets. The progress on each of the seven KCTCS Transformation topics was described including Curriculum Review, Developmental Education, Dual Credit, Financial Aid, Job Placement and Career Development, Student Services, and Transfer. Dr. Julian noted that there were two main priorities this year. Dr. Hellmich stated that progress has been made in five of the seven initiatives.

This year the Student Services initiative was a priority and involved the design of the Blackboard systemwide support center. The Transfer initiative was also a priority area with the Foundations of Excellence study completed. Dr. Hellmich stated that faculty member Ruth Simms is taking the lead on the Developmental Education initiative to expand flexible options for math instruction. Developmental reading efforts are addressed with the Quality Enhancement Plan. Dr. Julian remarked that in the Financial Aid area more consistent practices are being developed. We have also made progress on developing a Career and Counseling Center.

F. Board Calendar and Communications

Dr. Julian and Chair Huffman provided proposed dates for board meetings for the coming year and asked that board members respond on their anticipated availability or send other date suggestions. The suggestion was made to consider moving the September meeting date to Wednesday, September 12. New proposed dates will be sent to board members in the next monthly update report, before confirming final dates for the upcoming year.

Chair Huffman also shared a note of appreciation from Kandi Bennett who is completing her term as student representative to the board.

IV. Announcements

Dr. Julian distributed copies of the *BCTC Annual Report 2011* to members. She also distributed some current data on the diversity enrollment and achievement in health programs that Mr. Walker had asked for. She noted the achievement gaps and the need to focus on these.

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

At 8:45 p.m., with no further business to come before the board, Ron Walker proposed 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 Bob McNulty, and the motion carried. The Executive Session began at 8:46 p.m.

At 9:11 p.m., Chair Huffman entertained a motion by Dr. Mitchell to adjourn the Executive Session and return to regular session; this was seconded by Bob McNulty and the motion carried.

Regular session resumed at 9:11 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.

Dr. Mitchell proposed a motion to adjourn the regular session of the board of directors. This was seconded by Bob McNulty, and the motion carried.

VI. Adjourn

The June 6, 2012 meeting of the BCTC Board of Directors was adjourned at 9:15 p.m. The next regularly scheduled meeting of the Board will be at a date to be determined in September 2012, pending the outcome of the email poll of members.

Respectfully submitted,
Sylvia Williams