

Meeting Minutes
Bluegrass Community and Technical College Board of Directors
September 11, 2013
Leestown Campus Board Room

Members Present: Florence Huffman, Past Chair; Annissa Franklin, Chair; Marcia Freyman; Dr. Jonah Mitchell; Robert McNulty; Luv'Tesha Robertson; Bob Rowland; S. Dudley Taylor; Ron Walker, Jr.

Absent: Ebony Nava

Others Present: Lisa Bell, KaRon Grimes, Dr. David Hellmich, Dr. Augusta Julian, Mark Manuel, Tri Roberts, Dr. Palisa Williams Rushin, Charlene Walker

I. Welcome – Introductions

A brief retirement celebration and special presentation for Sylvia Williams was held prior to call to order to acknowledge her retirement. The members of the board thanked Sylvia for her years of service and dedication.

The meeting was called to order at 6:20 p.m. Chair Florence Huffman welcomed our new board member, Luv'Tesha Robertson, the Staff Representative. Ebony Nava is the president of the Student Government Association and the Student Representative to the board. Each board member introduced himself or herself.

II. Business Meeting

A. Approval of Minutes – March 6, 2013

Chair Huffman asked for review and approval of the board's June 5, 2013 minutes. A motion was made and seconded and carried to approve the minutes.

B. Election of Officers, 2013-2014

Chair Florence Huffman nominated Annissa Franklin to become chair for 2013-14. It was seconded and the motion was carried to elect Annissa Franklin as the new chair of the BCTC Board of Directors. Dr. Jonah Mitchell was elected Vice Chair. Ron Walker, Jr. was elected as Secretary.

Members expressed their appreciation for Florence Huffman's years of leadership as board chair. Ms. Franklin took over as chair to officiate the remainder of the meeting.

III. Information/Discussion

A. Program/Service Overview -- Visit to Peace Meal Garden

The group boarded the van to ride to the area of the Peace Meal Garden. They joined Rebecca Glasscock, the faculty member who oversees the garden. She gave a brief presentation about the history and development of the garden, participants with garden plots, and other partnerships with community organizations. Rebecca shared some raspberries from the garden with the group.

C. Budget Update, 2013-14

Lisa Bell reviewed the quarterly budget reports that were included in the board packet. She noted that FY13 has not yet closed, and the net income was estimated to be \$380,000. In FY2013, the college allocated about \$6.7 million of the fund balance. An amount of \$2.4 million has been allocated for the renovation and restoration of the Newtown North project.

Ms. Bell noted that the college will be experiencing budget constraints due to a decrease in tuition revenue for summer and fall sessions. Limits have been implemented on spending for nonessential items. The FY14 BCTC budget is based on an estimate of a 2.5% reduction in tuition revenue. We did not fill 37 positions in the last 2 fiscal years to create salary savings. Staff assignments have been adjusted to cover some understaffed areas.

Ms. Bell reported that the KCTCS Office of Audit Services had completed a full scope internal audit of BCTC for the audit period July 2011 – April 2013. The internal audit was conducted in order to evaluate internal controls, financial and operational activities, and to ascertain compliance with KCTCS policies and procedures. The audit concluded that there had been a tangible improvement in internal controls and procedures at the College since the last audit period ended November 2006; that duties and responsibilities were performed in a conscientious and capable manner, with attention to accuracy and detail; and that records were well organized and maintained in an up-to-date manner. Five audit recommendations were presented in order to promote compliance with KCTCS policies and procedures and to improve organizational efficiency. BCTC was commended by the system director of internal audit for our improvements and excellent audit results. BCTC will address all audit recommendations.

D. Enrollment Report

Dr. Palisa Williams Rushin reported that Fall Semester headcount enrollment is down seven percent at this point. The enrollment is down system-wide by around four percent. There are many factors that have affected enrollment including changes to federal financial aid regulations, the improving economic situation, and reductions to online course enrollment.

Dr. David Hellmich explained additional information on enrollment. Enrollment data show that there is a small decrease in BCTC students taking online courses but a large decrease in students from other colleges taking BCTC courses. This is likely due to other colleges increasing their online presence. We will continue to position ourselves as an online leader and to expand capacity.

Several Academics efforts are targeted to increasing enrollment by improving student retention and success. In Summer 2014, a developmental math class will allow students to complete several courses during the session to move ahead in their programs more quickly. BCTC is also looking to add an additional Fall session to allow for students who wish to start later than the 16-week semester.

E. President's Performance Planning, 2013-14

Dr. Julian reviewed the President's Performance Plan for the coming year. She noted that she provides this plan to the board each year in September and gives results in May. She requested any suggestions or comments from the members.

F. Newtown Campus Update

Dr. Julian announced that Tri Roberts has been named Campus Director at Newtown. Temporary parking of 318 spaces was created Fall. We have 276 students enrolled this semester at the site. The first day of classes, there were a few problems including not having vending installation completed. Dr. Julian visited the campus on the first day, and many students stated they were pleased to be able to take classes there.

Ms. Bell reported that Eastern State Hospital (ESH) patients were moved to their new facility as of September 10, 2013. ESH will turn over buildings to us as all equipment is moved out over about two weeks. Contractors are ready to proceed with demolition and renovation. Fourth Street will be converted into a two-way street and should be completed by Spring 2014.

The dedication of the Newtown Campus will be held once all demolition is complete and the site has been graded and landscaped, etc. We are considering having the dedication next Fall as part of the 75th Anniversary celebration.

Renovations and additions to Newtown North will be completed for the Adult Education Program by Summer 2014. This program will move from its downtown Lexington location.

IV. Communications and Announcements

Charlene Walker provided information on the MOSAIC Conference to be held on December 5-6, 2013. The fee for the conference is \$50 or lunch only for \$25.

The college is beginning a brick sales campaign to place walkways on the front lawn of the Newtown Campus. Costs will be \$150 regular size and \$350 for double size.

An organizational restructure has been completed bringing together Marketing and Resource Development under leadership of Mark Manuel.

The college lost a long-serving academic administrator and faculty member this summer. Mike McMillen's family has contributed to a scholarship in his name. A memorial will be created by Shawn Gannon, welding instructor, on Leestown Campus to remember Mike's contribution to the college.

V. Adjourn

The September 11, 2013 meeting of the BCTC Board of Directors was adjourned at 8:25 p.m. The next regularly scheduled meeting of the Board is December 4, 2013.

