

**MINUTES**  
**Bluegrass Community and Technical College**  
**Board of Directors**  
**Leestown Campus Board Room**  
**September 12, 2018**

**Members Present:** Dr. Joshua Hoekstra, Secretary; Dr. Brian Houillion; Florence Huffman; David Lee Kennedy II; Robert McNulty; S. Dudley Taylor, Vice Chair; Theodore Vittos; Ron Walker, Jr., Chair

**Absent:** Pamela Brough, Marissa Smith

**Others Present:** Lisa Bell, Randy Brookshire, Dr. Greg Feeney, Dr. Augusta Julian, Mark Manuel, Dr. Palisa Williams Rushin, Charlene Walker

**I. Welcome / Introductions**

Chair Ron Walker called the meeting to order at 6:01 p.m. He welcomed the members and thanked them for their attendance. Chair Walker welcomed David Lee Kennedy II. Mr. Kennedy is the Student Government Association vice president and has joined the Bluegrass Community and Technical College (BCTC) Board of Directors for the remainder of the academic year, replacing Marc Blunk who was recently elected as a student regent to the Kentucky Community and Technical College System (KCTCS) Board of Regents. Board members and others in attendance introduced themselves.

**II. Business Meeting**

**A. Approval of Minutes, June 6, 2018, and Special Meeting, August 9, 2018**

Minutes from the June 6, 2018, Board of Directors meeting and the August 9, 2018, Special Meeting were presented for approval. A motion was made by Dr. Joshua Hoekstra to approve both sets of minutes. Dr. Brian Houillion seconded the motion, and the motion carried.

**B. Election of Officers, 2018 – 2019**

Chair Walker asked Florence Huffman to report on behalf of the Nominating Committee. Ms. Huffman remarked that the committee had met and prepared a slate of candidates for officers. Members of the committee are Ms. Huffman and Marissa Smith. She expressed appreciation to those who have accepted the nominations and to those who have served in officer positions in the past. Ballots were distributed to the members. The slate of candidates is as follows:

- Chair: Ron Walker, Jr.
- Vice Chair: Dr. Houillion and S. Dudley Taylor
- Secretary: Dr. Hoekstra and Marissa Smith

Chair Walker thanked Ms. Huffman for chairing the committee and thanked the other members of the committee for serving. He expressed appreciation to those willing to serve as officers. Ballots were tallied following the election by Lisa. Bell. New officers were announced as:

- Chair: Ron Walker, Jr.
- Vice Chair: S. Dudley Taylor
- Secretary: Joshua Hoekstra

Chair Walker congratulated the officers. Dr. Hoekstra nominated Dr. Augusta Julian as Assistant Secretary, as provided for in the by-laws, and Dr. Julian designated Tammi O'Neill for this role.

### **C. Approval of By-Laws Revision**

Chair Walker stated that the board began to talk about changes to by-laws in mid-winter, and then the committee met several times. Committee members are Ms. Huffman, committee chair, Pamela Brough, and Dr. Houillion, as well as himself and Dr. Julian as *ex officio* members. Chair Walker expressed appreciation for all of the work that went into the final format that is being presented tonight and called on Ms. Huffman to present.

Ms. Huffman also expressed thanks to committee members. She stated that, as with any document, there is always improvement that can be made, and the committee engaged in comprehensive discussions to create guidelines needed by the board to operate effectively in support of the college. Ms. Huffman noted that in approving these by-laws, the board will also be adopting a *Code of Ethics and Standards of Good Practice*, labeled as Appendix A. KCTCS leadership and legal staff encouraged the colleges to include this as a part of the by-laws revisions.

Ms. Huffman stated that the committee worked very hard to make sure that the proposed document is in accordance with the current Kentucky Revised Statutes that apply to BCTC's Board of Directors. She noted that it was most important that the by-laws are clear and understandable, so they can govern members' behavior and actions as board business is conducted.

Chair Walker remarked that, in addition to clarifying statutory provisions that needed to be included in portions of the by-laws, the committee clarified or deleted items that were not board obligations. He noted that the board looked at this document at the June meeting, at which time the decision was made to send the document back to the committee. The committee made revisions which are reflected in the document that was prepared for consideration tonight.

The revisions are a part of the original document that was presented in June, and the basic information reviewed then remains intact. As such, Chair Walker asked for a motion to approve the BCTC Board of Directors By-Laws on the second reading tonight. Dr. Houillion made a motion to approve the by-laws, and Dr. Hoekstra seconded the motion. Ms. Huffman asked for a clarification to include approval of the *Code of Ethics and Standards of Good Practice* as incorporated. It was agreed to and Chair Walker called for the vote. The motion carried. Chair Walker asked that each member sign and date the signature page that acknowledges awareness and compliance.

### **III. Information / Discussion**

#### **A. Campus Master Planning**

Chair Walker asked Ms. Bell for an update on the Campus Master Planning process. Ms. Bell welcomed Randy Brookshire to the meeting. Mr. Brookshire is the Senior Principal with Ross Tarrant Architects (RTA), and he has been working with BCTC since the Newtown Campus Classroom building planning and construction. He provided an update on the master planning, including a summary of efforts to date, and a path forward to completion.

Mr. Brookshire stated that RTA has been engaged to update the comprehensive master plan for BCTC. The current 10-year plan was completed in 2009, and the anniversary date for the previous work is approaching. The Campus Master Plan has general guidelines for the development of buildings based on college needs, demographics, student enrollment trends, and other information. The plan will suggest building planning and sequencing as well as other campus development for each campus. It will also guide aesthetics decisions for items such as bicycle racks, trash receptacles, benches, and more. The plan is a comprehensive effort to create a unified look for each campus.

Mr. Brookshire remarked that there have been significant changes to BCTC in the last 10 years, including many new building and the opening and closing of several campus locations. In addition, several programs have moved from one campus to another based on the building and campus renovations.

Mr. Brookshire and his team met with the Leadership Executive Team (LET) to discuss generalities of the master plan and the direction that leadership wanted to take. Following that meeting, an online survey was disseminated to faculty, staff, and students requesting input and suggestions for improvement. Dr. Julian noted that David Kennedy, as the student representative to the board, might encourage students to complete the survey, as valuable information may be obtained. The survey will be available for the next few days. Mr. Brookshire reported that as of today, 338 students had responded with 112 comments for improvements and revisions. In addition, 150 staff and 75 faculty have responded.

RTA is also in the process of conducting meetings at the various campuses. The meetings in Winchester and Danville have been completed and the other campus meetings have been scheduled. The focus is generally on programs, building and space needs, campus access and circulation, infrastructure, and campus aesthetics and ambiance. Each campus considers existing factors as well as desired development and the issues associated. The plan will have multiple phases to be implemented over an extended period of time.

Mr. Brookshire remarked that RTA has also met with community members who are part of the Regional Opportunity Councils at two campuses. Local elected officials, community leaders, faculty, and staff have participated in good conversations at both of those meetings.

Mr. Brookshire reported that, as an example of the issues discussed, the Danville Campus participants provided input on the following.

- A desire to tie the campus in to the new trail system.
- The need for additional classrooms.
- General excitement about the Advanced Manufacturing Center that is being designed.
- A desire to create a collaborative campus atmosphere such as designing greenspace and a walkway between the buildings to facilitate interactions with other faculty, staff, and students.
- A desire to move vehicles and parking to the exterior, leaving the interior space pedestrian friendly.
- Additional learning resources and collaborative space including a library, study lounge, and other general student use space.

Participants at the Winchester – Clark County Campus made several comments including the following.

- A desire to continue to strengthen the relationship between the college and the high school.
- Interest in the current master plan and a possible change to enlarge the possible second building instead of having two more buildings in the plan.
- A focus on allied health because of the strong relationship with the local hospitals, the need for more allied health professionals in the region, and an anticipated increase in enrollment due to several factors.
- A desire to create a collegiate atmosphere including learning resource area, study lounge, and other general student use space.

Mr. Taylor noted that any building or improvement for the Winchester–Clark County Campus should be carefully considered. He stated that there is an interest by some in the community in acquiring more land in the future. Some have expressed the thought that a second building could go where the current parking lot is situated. Mr. Brookshire acknowledged that they heard quite a bit of discussion about the campus from community members in Winchester.

Mr. Brookshire noted the need for clearly marked wayfinding at all sites. As additional buildings are erected, it will be more complicated to get people to the correct destination. Campuses wish to encourage people to come to campus and wish to create spaces for the community to use. This will help promote recognition of the campuses in their respective communities.

Mr. Brookshire noted that the master plan will be completed by December. Documentation on a number of physical changes at the various campuses will be included in the final draft. Information from the survey will also be compiled and interpreted to inform the process as it moves forward.

Ms. Bell recommended that the survey be sent to the board members so everyone has an opportunity to provide feedback to the process. Dr. Julian suggested that it be sent in the next board update. Ms. Bell asked if there was any additional feedback or questions at this time.

Mr. McNulty asked if there would be budgetary information included within the plan. Mr. Brookshire responded that as the master plan is developed, they will include a general budget for each phase. The amount is just a reference that could be used once a project reaches a priority position on capital needs plans.

Ms. Bell remarked that every two years, the KCTCS colleges put together a list of capital strategic projects called the Strategic Needs Analysis (SNA). These requests are compiled and ranked, and that list is sent to the legislators for potential funding in the biennial budget. Leadership will be working on this in the next few months, and the board will have the college's SNA to review and approve in December along with the report on the master plan. Dr. Julian noted that it is not required for the board to act on the master plan, but it is an important part of the strategic vision for the college.

Theodore Vittos asked if the plan would include security and surveillance. Mr. Brookshire said yes, those aspects of planning are a part of the conversation from both passive and active points of view. They have discussed cameras, intruder detection, trees and bushes that create hiding spots, movement around campuses for night classes, lighting, and other things that are relevant to creating a safe environment.

Chair Walker asked how input would be gathered from the three Lexington campuses. Ms. Bell responded that there will be an open meeting on October 11 to gather feedback from faculty and staff on plans for Lexington campuses.

Dr. Julian gave a quick update on current projects. The Request for Proposal is out for the design of the Laundry Building at Newtown Campus. As soon as an architect is identified, we will move forward with plans for renovation and an addition to that building. A signage project will also be completed for that campus. More information about those projects and long-term planning will be shared in December.

Chair Walker thanked Mr. Brookshire and Ms. Bell for the presentation and information provided.

**B. 2016 – 2022 Strategic Plan Update**

Dr. Julian referred to the *Annual Priorities, 2017–2018 Highlights Report* included in the mailed packet. She noted that this is largely information members receive when she provides her evaluation reports each May or June. She has updated the information slightly from the June report this year. She completes this report annually as a record of accomplishments for the college’s planning process.

One update to previous information on credentials was noted. The preliminary data from May was presented to the board in Dr. Julian’s June report, when final numbers were not yet available. The earlier version reported a slight increase in credentials as was shown in preliminary data. The final report from the Council on Postsecondary Education (CPE) shows numbers are down slightly. This is not a big surprise as enrollment has dropped over the past six years. We are still close to earlier predicted numbers. Credentials counted are certificates, diplomas, and degrees. Because many students need short-term training for jobs, new programs usually have embedded certificates so these are likely to increase.

Dr. Julian stated that she knows faculty and staff have done good work around retention strategies which should allow us to increase credentials even if headcount does not increase dramatically. She still believes this is an important goal and is critical to helping students to achieve success. Enrollment is up this fall, and we need to keep a focus on retention.

Dr. Julian also noted that the college leadership determines annual priorities as a framework for focus items within the Strategic Plan. The *Annual Priorities, 2018–2019* are provided to the board for information. She noted that the BIG WIG is the college-level goal that leadership has identified, and it focuses our student success efforts on retention and completion to increase credentials awarded.

Dr. Julian noted that last year, there were four headings in the annual priorities related to student success: career pathways, enrollment pipeline, global learning, and retention and completion. Those remain this year, and a new priority was added: operational performance. This additional heading does not represent new goals, but renews the focus on good management. Leadership has added text (shown in italics) to hone in on specific efforts and activities in particular areas. These are activities that ought to improve outcomes for students while also providing for operating the college in an efficient and effective way. Administrative staff use the annual priorities to plan departmental activities that support key objectives this year. Collegewide efforts will continue on all aspects of the strategic plan.

### **C. Budget Update, 2018 – 2019**

Ms. Bell remarked that the provided budget narrative indicates where we ended Fiscal Year (FY) 2018. She reminded the board that the college has struggled with meeting tuition revenue estimates and absorbing mandated recurring state appropriations cuts these last few years. She noted the importance of efforts by the Bursar's Office to review all old debt in accounts receivable. All old accounts were verified and turned over to the Department of Revenue for collections. Since these accounts were already written off, the college realizes a dollar for dollar reduction in bad debt expense for amounts collected. This, along with other collection efforts, communications, and improved financial processes, have resulted in over \$5 million in bad debt expense savings since the effort began. Specifically, the college realized in 2017–2018 approximately \$1 million in bad debt expense savings. This effort represents a significant aid to maintaining a balanced budget in these difficult budget times.

Ending fund balance numbers for FY 2018 are reflected on the yearly comparison report. Final numbers show \$1.4 million in net income, which she noted was a tremendous result. This added to the prior fiscal year ended spendable fund balance equals a spendable fund balance of \$17.3 million as of Fiscal Year end on June 30.

Dudley Taylor remarked on a lawsuit against the University of Kentucky (UK) for collection of medical bad debt. Dr. Julian said that UK was using the regulation that allows us to use the Kentucky Department of Revenue for collections, and the question is whether it applies to medical debt. BCTC is using the regulation as it was designed for educational debt.

Some funds reflected are contributions to the BuildSmart fund. BCTC loaned funds to begin the BuildSmart project, so every dollar raised goes back to fund balance. An additional factor in prior year was the online course charge. When the BCTC budget was created, the KCTCS Board of Regents had not made a final determination of the course charge. We planned for a \$15 per credit hour charge, but it was approved at \$20 per credit hour. That change meant a surplus in that revenue stream which helped offset the overall tuition deficit.

Ms. Bell remarked that we are making nonrecurring allocations that we will spend this year, and money has been transferred into the proper accounts. The Danville Advanced Manufacturing Center project has been loaned \$460,000 to start construction. As the community raises the \$1 million contribution to the project, those contributions will be refunded into the fund balance. An additional \$7.3 million has been set aside for Laundry Building renovations and other work for the Newtown Campus. Budget authorizations have been received for both projects and money has been transferred from BCTC's budget to the state, so work can commence.

Dr. Julian noted that there was an estimate of \$3.6 million assigned to the Laundry Building renovation four years ago. The estimate has gone up because we are planning to not only renovate the space, but add a multi-story addition that will help centralize certain student services. Mr. Taylor expressed that it is wise to move ahead with spending fund balance as needed, especially for facilities. Dr. Julian thanked the board for being supportive of the strategy to save money over the past several years because we knew these expenses were coming to build out the Newtown Campus.

Dr. Hoekstra asked how the online course charge is being used. Ms. Bell responded that the revenue goes into the general college operational funds. There is no mandate for those funds to be set aside for a particular use. As part of the general fund, this revenue provides staffing, equipment, Blackboard learning management and student support systems, software licenses, and other expense items that support all students. The security and online charges are different from the BuildSmart program, which has a mandatory fee assessed to students for the purpose of bond payment. Also, the security fee is directed by the system for safety and security uses.

Dr. Julian noted that prior to adding this charge, there was an analysis of what other Kentucky institutions are doing, and all of the regional and comprehensive institutions had an online course charge. The KCTCS charge is at the lower end. It is always a difficult step to raise tuition and add costs to the student experience, but with current budget directions such decisions are considered necessary.

Ms. Bell remarked that that the current year revenue has increased from the mailed report, and we are now \$380,000 above budgeted revenue for the fall, which is worthy of celebration. The enrollment numbers show that we have started to climb up slightly. When the current budget was set, the actual results from last year were used as a starting point. And because we have seen declines each year, it was decided to reduce the enrollment projections by 2.5 percent. The report indicates a revenue surplus at present, and it has been a few years since that has occurred. This is positive and encouraging data.

Ms. Huffman asked if we will use the security fee as a way to invest in safety and security as reflected in the campus master plan. Ms. Bell agreed that this is a need and anticipates that those types of expenses will continue to increase. The college has invested in a camera system, for example. We have to prepare for continued emphasis and effort on safety and security.

Mr. Taylor asked if background checks are done on students. Dr. Julian responded that employees, including student workers, must have background checks. Students who are in health care programs also go through checks, but the general student population does not. She noted that there are efforts to identify students who have challenges such as mental health issues, drug use, or behaviors that might be of concern, and that is the way most colleges attempt to understand potential risks. BCTC has an active effort with the dean of students, counselors, and faculty who work to intervene if concerns are brought to light. We all have a vested interest to identify students who are having difficulties.

Chair Walker asked about mechanisms for students to report and receive assistance if they are a subject of an act of violence. Dr. Julian said that anytime there is a protective order or a student feels threatened or at risk, they are encouraged to tell someone. If they communicate that concern, we will investigate and intervene. Typically, those reports will come through a faculty member, a counselor, or a staff member who has a relationship with a student. Security officers are stationed at each campus, so they are part of the security team with student services staff. The key is communication, and students are encouraged to share that kind of information so they can feel safe and the college is safe from outside influence.

Ms. Bell remarked that BCTC complies with Title IX and the Violence Against Women Act (VAWA) requirements. Staff and faculty must go through annual training, and students are highly encouraged to go through the training as well. We are open, public access sites, so we want to be confident we have done everything we can. We are providing situational awareness training for employees and encourage them to report anything that is concerning.

Chair Walker asked if there are opportunities in orientation to discuss safety issues with students. Ms. Bell said that the security director does attend new student orientation and provides an overview of safety strategies and communications. Dr. Rushin said that the dean of students also talks about violence, the *Code of Student Conduct*, drugs on campus, and other issues during both the new student and parent orientation sessions, as well as the processes for notification. The security officers follow up with students and college staff members move quickly when circumstances are brought to our attention.

Mr. Vittos suggested that a task force look at this issue and determine trends and how we ought to look at these issues both now and in the future. He noted that many standard security measures are reactive, and we need to be proactive. Mr. Taylor agreed. He stated he is taking a class at the University of Kentucky and sees what they are doing in security. Dr. Julian said there are new tools all the time, and there is an expectation that we will have and utilize those tools.

Dr. Julian noted we have security and crisis management teams and Safety and Security staff who work to stay up-to-date on trends and strategies. They do table top exercises, complete and offer training, and work on response plans. She agreed that leadership and staff should understand what our vulnerabilities are and how to address.

Dr. Hoekstra asked if there was any talk about reconsidering guns on campus for security officers. Dr. Julian responded that our security staff are not sworn officers and have not all gone through police training. Dr. Hoekstra expressed a desire for the system to continue to consider this issue.

#### **D. Fall 2018 Enrollment Report**

Dr. Palisa Williams Rushin distributed copies of the unofficial enrollment report as of today. We are currently up 0.4 percent, which is tremendous. Full-time enrollment (FTE) is also up 1.3 percent, which is based on students enrolled in 15 credit hours. Online headcount is also up 0.6 percent.

Dr. Rushin noted that enrollment is down at the Cooper Campus as we have shifted programs, so enrollment is correspondingly up at the Newtown and Leestown Campuses. Newtown is now the largest campus. Enrollment is also up at the Georgetown–Scott County Campus and in dual credit courses. The other campuses have flat enrollment.

Dr. Rushin reported that Fall-to-Fall retention was at 43.4 percent last year. This year, the retention rate is up to 44.7 percent. In addition, first-time freshmen retention was up from 46.8 percent to 49.4 percent. Those increases are a result of several initiatives, including the First Year Center, First Year coaches, co-requisite courses that move students through the pipeline at an accelerated pace, wrap around services, and cohort approaches. The peer mentor program is also a good effort. Mentors are embedded into First Year Experience (FYE) classes and act as a resource for students. All of these factors together are supporting growth in retention.

Dr. Rushin stated that 1,500 students went through orientation this summer and fall. The Admissions Office processed 10,543 applications, and there were 125 visits to the Visitors Center. The second page of the report shows the differences in headcount and FTE by session.

Chair Walker asked if there was a plan to increase the availability of peer mentors during the coming year to broaden the impact. Dr. Rushin said they have increased the number of peer mentors each year. It is a part of the Title III grant, which ends in a year, but we want to continue this effort. We have peer mentors in several classes as well as online, and their efforts have been very successful. Other areas of impact from the grant include First Year Centers and a Faculty Studio with an instructional designer who works to create technology-rich courses and to ensure accessible materials on the website.

Mr. Taylor said that with the addition of performance-based funding this all seems like a step in the right direction. He asked if the state would step in and allocate funding to continue these initiatives. Dr. Rushin stated that the college must agree to continue many initiatives as a part of accepting the grant, so the First Year Centers will continue to operate after the grant ends.

Ms. Huffman asked if dual enrollment and dual credit courses remain popular with high school students. Dr. Rushin responded that they have been so popular that BCTC houses Fayette County's Opportunity Middle College (OMC) and STEAM Academy on the third floor of the Oswald Building at the Cooper Campus. We are seeing more students transitioning and making the decision to come to BCTC. As a college, we are being intentional about working with those students and offering separate orientation and advising services. Last year, two OMC students were officers in the Student Government Association, so they are becoming more involved in the college. Dr. Rushin reported that a new student engagement officer was hired, and she is providing more activities that our students are interested in.

Dr. Julian noted that there is continued support of the dual credit scholarship and state-level policy to encourage colleges to provide dual credit with K-12 partners. We have increased enrollment over the final numbers from last year by about 90 students.

Mr. Taylor asked about the coordination of high schools with colleges and noted that Eastern Kentucky bussed some students to their campus. Dr. Julian remarked that because of scholarships and encouragement at the state level, more institutions are providing dual credit than in the past. This is a dynamic situation. Dr. Greg Feeney agreed that the scholarship has increased interest and enrollment. He noted that some of our sister colleges are narrowing what they are offering with dual credit due to the expense and competition. Most of our courses are at the high schools. If the interest is there and the scholarship is available, we will do what we can to meet demand.

#### **E. President's Performance Planning, 2018 – 2019**

Dr. Julian remarked that in the past she has presented the board with goals and objectives that she is committed to completing. She has provided similar information to cover her service through the end of December, at which time she will provide a report to the board. Once the new president is hired, the board will have the opportunity to craft goals and objectives for the first six months of service, and the board will evaluate the new president's performance at the June 2019 meeting.

#### **F. Functional Area Updates**

Mark Manuel reported that two new campus directors have been hired. Tiffany Drury will lead the Lawrenceburg Campus, and Lynn Godsey will head the Georgetown–Scott County Campus. Ms. Drury is currently employed by BCTC in Student Development and Enrollment Management. Ms. Godsey is the former president of the Kentucky Manufacturing Assistance Center and has completed training with Ford Motor Company. Both bring excellent skills to the position.

Scott Stump, the Assistant Secretary of the U.S. Department of Education, recently visited the Georgetown–Scott County Campus. It was a part of his Back-to-School tour for career and technical education. He spoke with faculty, business partners, and students during his stay. Dr. Julian remarked that he was very knowledgeable and experienced and understands what we are doing. He worked in community colleges for several years and was very complimentary of us. It was a successful visit.

The Danville Campus faculty and staff are excited that the Request for Proposal is out for the Advanced Manufacturing Center addition. An additional \$300,000 must be raised, and we are still working hard to complete the funding needed.

The SACS reaffirmation is taking up plenty of time from data and planning staff. Resource Development has exceeded their \$750,000 goal this year and brought in just over \$1 million. Their main priority is getting the Danville project funded.

Dr. Rushin reported that we now have a counseling department staffed after having resignations in the area and positions to refill. There are many student issues that need counseling support including mental health challenges and under-resourced students.

A new director of student engagement and leadership was hired to help create student life experiences. She has planned lots of activities, including hiking, a welcome week, and several parties. She has also launched a leadership program focusing on a social change model of leadership centered around Harry Potter. She is doing a great job and students are participating.

This year, a diversity task force is looking at recruitment and retention and doing some intentional and purposeful high impact interventions that should help with performance funding. The college must show increased enrollment, retention, and completion of African American, Latinx, two or more races, and other underrepresented groups. One of the new initiatives is entitled, A Few Good Men. There are 388 African American men on campus, and all have been invited to participate. This group has the lowest rates in terms of retention and success. Some 67 young men signed up. They have been assigned an academic coach. Monthly meetings are held where they can come together and learn.

Today, Dr. Gilbert Singletary was on campus as the speaker. He previously worked at BCTC, but now is an author, CEO, and attorney. Devine Carama, a rapper from Lexington, was also invited to today's meeting. The forums are available for the men to come together and talk about issues and support each other. The counseling director attended today to provide information about their services, and a male counselor who was recently hired, immediately engaged with them. In addition, a voter registration opportunity was offered. The counselors will continue to meet with them electronically and in face-to-face meetings, and they will be engaged them in the campus and college community. Many have expressed their appreciation of the program, and we believe it will be very successful with the goal of impacting our performance funding and diversity goals.

Chair Walker noted that the diversity task force is primarily focused on students and wondered if there was anything similar in place for faculty and staff. Dr. Julian responded that two years ago, BCTC organized a Quick Action Committee (QAC) around issues of faculty and staff hiring and retention that made recommendations for added and improved strategies. A second QAC was formed to look at cultural competency training which was led by Charlene Walker. The Professional Development area put together a workgroup to create a course that is being piloted this fall. The goal is to add skills related to cultural understanding and respectful behaviors. We hope that faculty, staff, and students will have make use of those materials either as a course or as a part of the leadership experience.

Dr. Hoekstra noted that the content of the cultural competency course looks very attractive and expressed hope that it will be offered in a format and timing that faculty and staff can take advantage of. Dr. Julian agreed that many people could not make the timing work for the first offering, but the smaller group will be able to give some input about the content and scheduling as more offerings are made available. She said that there is a desire to have content online and then to bring groups together less frequently to have conversations, rather than deliver everything face-to-face. Dr. Hoekstra said he participated in a workshop during the Fall Kick-Off, and he thinks the content deals with complex issues that invite introspection on the participant's part. Dr. Julian said this program builds on trainings that Ms. Walker and others have done for a number of years. This is an opportunity to institutionalize it with content and deliver it in a way and on a schedule where lots of people may participate.

Chair Walker thanked Mr. Manuel and Dr. Rushin for their reports.

#### **IV. Announcements**

Chair Walker stated that all members received digital copies of Open Meetings Act documents, *Your Duty Under the Law* and *Managing Government Records*. Printed copies are available, as well. Each member received a copy of the proof of receipt that all members must sign, indicating that they received a copy of the documents and are aware of the open meeting and open records requirements. Signed receipts should be returned to Tammi at the conclusion of the meeting.

Dr. Julian reminded everyone about the open house and ribbon cutting to be held at the Leestown Campus next Wednesday afternoon. The invitation was in the previous board update. There will be a brief program around 4:00 p.m. with an open house between 3:00 p.m. and 5:00 p.m. The Work Ready Skills Initiative money was used for this renovation.

Ms. Walker invited everyone to the MOSAIIC conference, scheduled for November 29 – 30. BCTC is hosting the event this year, and we always have great keynote speakers and panels. Part of the conference will be held in the gymnasium at the Newtown Campus, and Transylvania University will offer space for other events. More information will be shared closer to the date. The regional diversity consortium is a great group, and they work hard to make this event educational and informative.

Dr. Feeney noted that Jeremy Gillette, a BCTC graduate, has gone on to experience much academic and professional success as an actor. He has written a play, *Trap House*, that will premiere on September 27–30 produced by our theater program. Information was sent in the board update. He is an amazing talent and this will be a worthwhile opportunity.

**V. Adjourn**

Chair Walker expressed his appreciation for the presentations tonight, and thanked the members for their confidence in allowing him to continue his service as board chair. A motion to adjourn by acclamation was proposed by Chair Walker. At 8:09 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, December 5, 2018. The meeting will be held at the Newtown Campus.

Respectfully submitted,

Tammi O'Neill  
Office of the President

Augusta A. Julian, Ed.D.  
President