

MINUTES
Bluegrass Community and Technical College
Board of Directors
Leestown Campus Board Room
June 6, 2018

Members Present: Pamela Brough; Joshua Hoekstra; Dr. Brian Houillion; Florence Huffman, Secretary; Robert McNulty; Marissa Smith; S. Dudley Taylor, Vice Chair; Theodore Vittos; Ron Walker, Jr., Chair

Absent: Jose Morales Menendez

Others Present: Lisa Bell, Marc Blunk, Wayne Cowan, Dr. Greg Feeney, Dr. Augusta Julian, Mark Manuel, T.J. Rogers, Dr. Palisa Williams Rushin, Michelle Sjogren, Charlene Walker

I. Welcome / Introductions

Chair Ron Walker called the meeting to order at 6:02 p.m. He thanked everyone for attending this evening. Board members and others in attendance introduced themselves.

Chair Walker noted that Jose Morales Menendez has graduated and will no longer be representing students on the board. Marc Blunk is the Student Government Association president-elect and will join the board at the September meeting. Mr. Blunk also serves as a Presidential Student Ambassador and Phi Theta Kappa liaison for the Newtown Campus.

II. Business Meeting

A. Approval of Minutes, March 7, 2018

Minutes from the March 7, 2018, Board of Directors meeting were presented for approval. A motion was made by Dudley Taylor to approve the minutes. Robert McNulty seconded the motion, and the motion carried.

B. By-Laws Committee Report

Chair Walker thanked Florence Huffman for chairing this committee and asked for a report. Ms. Huffman noted that the committee members are Pamela Brough, Dr. Brian Houillion, and herself as committee chair. Chair Walker attended the meeting as an *ex officio* member. She reported that the committee met in May, and members engaged in a detailed discussion of the proposed by-laws and code of ethics, based on drafted language from the Kentucky Community and Technical College System (KCTCS) and revised using current Bluegrass Community and Technical College (BCTC) Board of Directors By-Laws. A number of items were identified as needing additional review or research. As such, the committee does not have a recommended document to present this evening.

Ms. Huffman noted that the committee is in favor of recommending a code of ethics or conduct as many boards are adopting these. She has researched documents from other colleges and non-profits and particularly likes the board code of conduct for Guam Community College. She commended KCTCS for providing these drafts and indicated the committee plans to move ahead with revisions to be brought back to the board at the September meeting.

Chair Walker thanked Ms. Huffman for her report. He attended the committee meeting as an *ex officio* member and was impressed by the thoughtful and thorough discussions about these documents. The final documents that the board will consider will have been well-vetted and in accordance with the discussions from the meeting held on March 7, 2018. He thanked the committee members for their continued work.

C. Budget Committee Report – Approval of 2018–2019 Budget

Chair Walker invited Mr. Taylor to report on the budget committee meeting that was held on May 31, 2018, at the Newtown Campus. Mr. Taylor reported that Lisa Bell put together an in-depth presentation outlining details for the coming year's budget. Mr. Taylor stated that the unrestricted budget is \$57,197,100 and includes a 6.25 percent cut in state allocations. Since 2008, the state has made many cuts to KCTCS's allocation and thus the allocation to BCTC has been cut by \$4,923,000 over that time. Budget highlights include:

- \$7.7 million set aside from fund balance for renovations at the Newtown Campus.
- \$600,000 allocated to proceed with work on the Advanced Manufacturing Center at the Danville Campus; this project is partially funded through the Work Ready Skills Initiative and the college is raising matching funds in the community; the college will be reimbursed as those funds are received.
- Anticipated revenue of \$600,000 for the lease of space in the Oswald Building at the Cooper Campus as part of the expansion of a partnership with the Fayette County Public Schools.
- \$300,000 in revenue from a new online course charge that was decided on too late last year to be included in the budget.

Mr. Taylor further reported that the college is receiving some increased revenue from the performance funding model. Using that model, KCTCS has identified state allocated performance funds in addition to the regular allocation. Of the \$6.9 million allocated to KCTCS in the state budget, BCTC will receive \$1,692,400. Mr. Taylor noted that the KCTCS Board of Regents is considering a \$7 per credit hour tuition increase that is reflected in the budget, although that increase has not been approved yet. The budget includes a two percent decrease in enrollment, although many successful retention initiatives are helping to stabilize enrollment. All of these changes will relieve a great deal of pressure on the budget.

Other budget highlights include the following.

- College leadership allocated almost \$1.7 million (\$1,685,203) of fund balance for nonrecurring requests. This funding will pay for temporary staff, supplies, and other expenses.
- No salary increases will be given this year. Faculty and staff received a three percent increase across the board last year.
- Collection of bad debt continues to help balance the budget. This effort is led by staff in the Bursar's Office.
- The adjunct faculty line was reduced due to enrollment decreases and academic leadership's work to become more efficient in determining class schedules and faculty overloads.
- Funding has been allocated to fill four faculty and seven staff positions to address some previous reductions that were necessary.
- Expected increases in dual credit courses required an increase in the waiver budget.

The 2017–2018 beginning fund balance was \$15,818,100, and the estimated ending balance is approximately \$16 million. This allowed leadership to go ahead with the allocation of \$7.7 million for Newtown Campus development and renovation.

Mr. Taylor brought the recommendation from the Budget Committee that the board approve the budget proposal for submission to KCTCS. Chair Walker asked if there were any questions for the committee or Ms. Bell. Ms. Huffman asked for more information on performance funding and the college's award.

Dr. Augusta Julian distributed a handout that describes the performance funding model. There are three components: 1) student success, which includes progression to degree, credentials awarded, and success of specific targeted populations like low income, underrepresented minorities, and others; 2) credit hours completed, which includes aspects such as enrollment and retention through the semester; and 3) institutional support such as maintenance and operations, academic support, and facilities support. Dr. Julian noted that BCTC does not have the largest square footage compared to other colleges. BCTC has the highest student share of FTE. Jefferson has the higher head count, but their students take fewer credits compared to BCTC students. BCTC is just below Jefferson on the student success components.

Dr. Julian remarked that BCTC is performing well compared to the other colleges, and, having received a lower percentage share than the other colleges for a number of years, we received the largest adjustment of performance funds. Ten colleges received performance funding this year due to needed adjustments to KCTCS allocations and six colleges did not. Dr. Julian noted that the performance funding pool was applied to all of higher education in the state, and BCTC did very well on the performance factors that represent student success. Many of the initiatives in this effort are showing results at BCTC.

Chair Walker remarked that he attended graduation and was very proud of the graduates and their celebration of success. The quality of the students is phenomenal, and this budget increase is indicative of this quality. He commended everyone for their work because it is apparent and is paying off. He thanked Mr. Taylor for his report. Mr. Taylor made the motion to approve the 2018–2019 operating budget for submission. Ms. Huffman seconded the motion, and the motion carried.

D. President’s Evaluation Committee Report

Mr. McNulty reported on the meeting of the President’s Evaluation Committee. Member include Theodore Vittos, Ms. Brough, and himself as committee chair. Chair Walker attended the meeting as an *ex officio* member. Ms. Brough was not able to attend the meeting. Those in attendance had a good discussion regarding the information that Dr. Julian provided in the outcomes report. Mr. McNulty expressed appreciation that Dr. Julian reviews the board’s recommendations and comments and uses those to make improvements at the college.

As the committee reviewed the president’s and college’s outcomes and the evaluation form, all in attendance agreed that Dr. Julian has exceeded expectations in all of the categories they were asked to evaluate. Dr. Julian communicates well with the board on colleges issues and successes.

Chair Walker asked if there were any questions for the committee at this time. Mr. Taylor said he read through the document and was impressed by Dr. Julian’s work and leadership. Dr. Julian remarked that she did not complete all of these tasks, but credited teamwork throughout the college. She appreciates the great team that she has to work with every day.

Mr. McNulty made a motion that the board approve the recommendation of *Exceeds Expectations* for Dr. Julian, and that this recommendation be forwarded to Dr. Jay Box, KCTCS President, as part of his criteria for a final evaluation to be conducted later this month. Ms. Brough seconded the motion, and the motion carried. Chair Walker remarked that when a school has as much going on as BCTC, and with the reality of shortcomings and potential cuts by the legislature and governor’s office, leadership must constantly reconfigure projects and priorities. BCTC is fortunate to have Dr. Julian and her team at the helm to keep the college on the right course. Without great leadership, it is not possible for any of these initiatives to happen. Chair Walker credited Dr. Julian and other leaders for making BCTC the benchmark institution for KCTCS. Dr. Julian thanked the board members for helping and supporting the college and acknowledged the good work happening across the organization.

III. Information / Discussion

A. Budget Update, 2017 – 2018

Ms. Bell noted that the budget narrative was distributed in the board packet and asked if there were any questions. Hearing none, she remarked that bookstore commissions are at \$321,000. The college receives 11 to 13 percent of sales generated by the

bookstore. The budget is about \$500,000 and Ms. Bell is brainstorming with the bookstore staff to improve those numbers for everyone.

Chair Walker noted that we have seen a good return in debt collection in past years and asked how we did on that initiative this year. Ms. Bell is projecting another budget savings in bad debt expense this year. She provided a brief history of why the college is dedicating efforts to this initiative, noting that the *Generally Accepted Accounting Principles* require organizations to set aside a sufficient expense amount to cover a percentage of uncollected bad debt. When she was hired about ten years ago, sufficient processes were not in place to manage debt and regularly send those accounts to collections. The main issue is making sure that students understand that if they attend classes, there is an obligation to pay.

KCTCS participates in an agreement with the Kentucky Department of Revenue that allowed us to try to collect old debt. The Bursar's Office staff has reviewed old accounts receivable and moved many to collection. Every dollar they collect of this old debt counts as reduction of our bad debt expense. As a result of these efforts, the rate has dropped from 42 percent of every dollar in bad debt expense to negative three percent at present. This effort also helps the students in the long run as repayment of the debt will improve their credit and allow them to get transcripts or return to school if needed. Ms. Bell commended her staff for the amount of work they have completed, as it has really paid off, not only for the college but also for students.

Ms. Bell remarked that we will not continue to cut bad debt budget because as soon as collections of the old accounts receivable debt taper off, we will experience an increase in bad debt expense. The Bursar's Office runs a report every day to determine who is incurring a balance, and there is a process to verify the debt and communicate with students about their balance and payment deadlines.

Ms. Bell noted that in the current fiscal year tuition revenue for Fall and Spring is in a deficit, but we do not have to cut other expenses because we know there is a cushion from the bad debt expense line, and we have used a conservative budget approach for the college. Ms. Bell remarked that it is always a pleasure to speak about the budget numbers as they represent a lot of hard work from everyone and she is very appreciative of the board's support.

Chair Walker thanked Ms. Bell for her report.

B. Facilities Update

Dr. Julian welcomed Wayne Cowan to share the Facilities report. Mr. Cowan has been with the college for about a year and has managed all of the current projects well. She noted that for ten years, we have had major construction and renovation efforts underway. These kinds of efforts are an additional burden on top of the day to day responsibilities, and she appreciates the excellent facilities planning staff we have had. She is excited to share with the board our current completed work and the new

planning for projects we are preparing to undertake. Mr. Cowan thanked the board for inviting him to the meeting to share the progress on projects.

- Newtown Campus
 - The Science Education Center was dedicated at a ceremony on May 14, 2018. There were many great speakers and lots of community leaders and partners in attendance.
 - The campus is becoming more pedestrian-oriented. Several new speed humps and a speed table were installed to encourage slower traffic around campus.
 - The fountain project is completed and the area is being used extensively.
 - Donor bricks were installed to create a plaza by the flagpoles near the entrance of the campus.
 - New walkways have been installed to allow people to safely progress from building to building. Walkways will continue to be added as the campus develops.
 - The Department of Transportation is working with us to find a contractor to add 110 parking spaces to the lot between the maintenance building and the Science Education Center. The addition will put us at over 1,000 parking spaces at the campus. Additional parking will be added in phase two of campus development.
 - The next phase of development will be a renovation and addition to the Laundry Building. The project is in the conceptual stages and will move forward in the next fiscal year. The project is intended to centralize certain student intake functions. The building is the central focus on campus and a renovation and addition would give us enough space to have many services and activities. Dr. Julian noted that \$7.7 million has been allocated to begin the project next year.

- Leestown Campus
 - Mr. Cowan noted that we are nearing completion of the renovation that moves nursing, respiratory therapy, sonography, and other allied health programs to this campus. There are examination areas for demonstrations, plenty of storage, and very high ceilings in these spaces. Most of the rooms are a combination of classroom and laboratory space that will accommodate 24 to 32 students. The faculty are very excited about these changes and moving to this campus.
 - The next phase of work is being bid this month and should be completed by May 2019. Work will include new windows for several buildings, exterior cleaning, communication infrastructure upgrades, a new entrance stair for Building C, and dock renovation and mechanical system replacement in Building M.
 - Dr. Julian reminded the board members that part of the funding for these renovations was awarded through the Work Ready Skills Initiative funding that the college received. This allowed us to address

academic needs as well as general campus upgrades. Several local healthcare employers helped to support our proposal, which has allowed us to change the nature of this campus and complete some needed updates to infrastructure.

- Ms. Huffman noted that when construction began at the Newtown Campus, there were some concerns that needs at the Leestown Campus would not be addressed. These changes say a lot to our students, faculty, and staff about college values, and she is very thankful that this work was undertaken on their behalf.
- Georgetown – Scott County Campus
 - Mr. Cowan worked with the Division of Engineering and Contract Administration and KCTCS to complete additional work to add 166 parking spaces in two lots on the north and east sides of the facility, raising the total parking available to 396 spaces. Construction began in early June on both lots.
- Additional Projects
 - The expansion of our current partnership with the Fayette County Public Schools to include part of the STEAM (Science, Technology, Engineering, Arts, and Mathematics) Academy will begin on the Cooper Campus this summer. This partnership allocates space on the third floor of the Oswald Building for the STEAM Academy and Opportunity Middle College (OMC) students. We hope this partnership will continue well into the future.
 - College leadership has begun to update the master plan for all BCTC campuses. Ross Tarrant Architects will complete the project. We anticipate the completion date for the work to be in November 2018.
 - A signage / wayfinding project is underway at the Newtown Campus. Element Design is working with us in the development phase. Work will include both interior and exterior signs including major signs near the Newtown Pike entrance and street front that are more visible. Dr. Julian is very excited about the signage that has been proposed, as we have known for some time that more dramatic signage is needed along the street and better signage is needed inside the buildings.
 - The Danville Campus Advanced Manufacturing Center addition will begin following a successful fundraising campaign. Efforts have been underway to raise the capital needed for this project and more than \$700,000 has been raised. Dr. Julian remarked that the college has advanced \$600,000 to start this project as we continue raising funds in the community. Erin Tipton, Campus Director, has done excellent work, along with Mark Manuel, Dr. Laurel Martin, and others on the Foundation Board, to raise the necessary funds.
- Capital Strategic Needs Analysis Process
 - Mr. Cowan noted that leadership will begin the process to identify and prioritize strategic needs across the college to be approved for submission to KCTCS by the board this fall. He reminded the

members of the top seven priorities for the current fiscal year, in this order.

- Newtown Campus Phase 2B per Master Plan
- Newtown Campus Laundry Building Rehabilitation and Renovation
- Newtown Campus Administration Building Rehabilitation and Renovation
- Newtown North Campus Building Renovation
- Training Facility for Equine Program
- Danville Campus Building #2
- Winchester – Clark County Campus Building #2

Mr. Taylor asked if there is any logistical ability to change the entrance to the Leestown Campus or if we were landlocked by the Veterans Administration. He noted that it is difficult to turn in from Leestown Road and wondered if others felt the same. Mr. Cowan said the school traffic complicates the traffic pattern, but he is willing to make some inquiries to explore other configurations.

Dr. Julian noted that having two entrances to the Leestown Campus and the construction of the plaza has been a positive change for this campus. Students, faculty, and staff enjoy the plaza and the safety it provides to pedestrians as they move from building to building. Mr. Cowan stated that once the exteriors of the buildings are cleaned, the external environment will improve even more.

Mr. McNulty asked about planning at Cooper Campus and how long BCTC will occupy that space. Dr. Greg Feeney responded that architecture and dental hygiene programs are still there along with comprehensive general education offerings that support BCTC students and also the STEAM and OMC students for dual credit. Dr. Julian noted that Newtown and Leestown are now the largest campuses, a title that the Cooper Campus held for a long time. Leadership will now focus on getting student services located where the majority of students are. This is the main reason to go ahead to plan for adding space at the Newtown Campus in order to bring those services to the students.

Mr. Blunk asked about the buildings on the Newtown North Campus and how those would be utilized. Dr. Julian responded that leadership has discussed renovating the cottages for student support and related services for some time. They are in good shape structurally and there is a significant amount of square footage to use. In looking at the best location for services, leadership concluded that the focus should be on the Newtown Campus core. At this time, we have shifted focus away from the cottages and toward the Laundry Building. We will consider other uses for those buildings in the future. Mr. Cowan noted that now is the time to renovate the Laundry Building before it deteriorates further. When finished, it will be a beautiful location that is in the core of the campus with dynamic space for activities and services for students.

Mr. Cowan thanked the board for their attention, noting that he enjoys his work and seeing what BCTC can be in the future. Chair Walker thanked Mr. Cowan for his report and agreed that the future looks very bright.

C. Strategic Communications Update

Dr. Julian welcomed Michelle Sjogren as the new Associate Vice President of Strategic Communications. Ms. Sjogren brings a lot of experience to help us improve our marketing and communication efforts both internally and externally.

Mr. Manuel noted that the college has made several organizational changes. The first is changing the department name from Public Information and Marketing to Strategic Communications. This change helps to encompass all of the work that is done by the unit, including the website, digital marketing, and other initiatives. Ms. Sjogren is here tonight to share information about some of the initiatives underway.

Ms. Sjogren thanked the board for this opportunity and said she is very pleased to be a part of BCTC. She presented the website refresh as one of the larger projects she has been involved with since arriving in January 2018. The website was outdated and the colleges were losing a lot of the market because the sites were not attractive to potential students. The project began about 18 months ago and has been led at BCTC by James Hogan. KCTCS initiated research into their authentic identity last fall that has been used to help brand KCTCS as a group of 16 colleges. A design was selected and work began to roll this out to each college. BCTC's rollover was completed at the beginning of May.

Ms. Sjogren noted that the website has new images and video that showcase the personality of each college. The purpose behind the design is to engage the viewer and get them to do respond. She remarked that the old site was very busy and viewers were not sure where to go next.

Ms. Sjogren introduced the new logo, which is similar to the old logo for continuity but has updated elements. The word "college" has a greater emphasis in this version. There were several focus groups who helped to select the new design, and there were many options, but this one seemed to resonate most with those who saw it. We found that the old logo had a lot of value and many felt that the sunburst reflected the theme of the branding campaign for new hope and a better life. The silhouette of the state was kept as many people liked that it represented all of the colleges as a statewide system.

The website homepage is similar across the colleges so they all have the same look. Mr. Vittos asked how much of the website is standardized. Ms. Sjogren responded that about 75 percent is standard. Joshua Hoekstra asked if the people in the images were associated with the college or not. Ms. Sjogren replied that the header images and videos include actors not necessarily recognizable for BCTC. The program pages will feature more BCTC students. Mr. Hoekstra noted that there is a man in the classroom in one picture and in another that same person is in graduation regalia. Ms.

Sjogren said that many of the same people were used in several pictures during the photo shoot. This man was used as a student in a classroom, in the Advanced Manufacturing Center, and again at graduation as a way to showcase his progression through higher education.

All of the programs we offer can be found on the site. Selecting one of these options will direct a visitor to various available options. There are six programs featured on the home page, which college leadership identified. Some were selected because we want to increase enrollment and others because they are typically searched. These can be changed out over time if we decide to highlight another offering.

The homepage is set up logically so students can easily navigate and answer the three basic questions they typically ask when thinking about college: what do I want to study, how do I start, and how will I pay for it. The scrolling layout makes the content mobile friendly. College news is located at the bottom of the page. There is another section that allows us to feature an aspect of the college that makes us unique, so we have included information on the North American Racing Academy. The new page is centered on user experience because people that are looking for information want that at the top. Ms. Sjogren noted that KCTCS is still working on the site, so we do not control all the content locally.

Mr. Vittos remarked that the new website is focused on “you” whereas the previous webpage was more traditional and about “us,” and he appreciates the transformation. He noticed that the brand identity is not primary and wondered how we could inspire someone with the brand or where we could immerse someone in that identity. Ms. Sjogren stated that the big image at the top of the homepage is referred to as the “hero image,” or the place where the visitor is supposed to see themselves. That is our brand identity and it should be represented in the four scenes of the video that appear in that space. The variation shows the visitor different aspects and programs that BCTC has to offer. She differentiated branding and marketing, noting that branding is emotive and creates a particular feel to draw in viewers, while marketing showcases what we can do for you.

Chair Walker asked how often the colleges would be able to update the information. With all of the new facilities and renovations on campus, it might be beneficial to show those images on the website to interest students in studying with the college. Ms. Sjogren agreed and said that some elements, like the hero image, were given considerable thought and KCTCS would like those to remain in place for about a year. We will use the other parts of the website to show the campuses and get people excited about BCTC. The search feature is driven by Google and has to index again, so that feature will take some time to calibrate. Video is the primary draw for any media and we plan to include more in the near future. She encouraged board members to contact the college with feedback.

Mr. Vittos noted there are people looking solely for online courses and wondered how we could get them to that point very quickly, but still encourage them to visit the

campuses to experience the amenities. Ms. Sjogren stated that online learning is a part of every program the college offers and there is a page dedicated to those courses. This information is marketed broadly.

The second, large-scale task that the Strategic Communications team has worked on is to engage in digital marketing. Ms. Sjogren distributed a handout with results from the Summer I marketing campaign that ran from April 9 through May 10, 2018. Advertisements were created to target visiting students and entice them to retake a course or benefit from the great price of a BCTC class. The advertisements were on Facebook and Instagram and utilized Google Ad words. If a user keyed in one of those words, one of these advertisements would appear. BCTC is charged per click.

Students were directed to a landing page that requested contact information. Once the information is received, the college knows the person's IP address and email, so they will receive an immediate response from the college. During the campaign, there were 1,048,576 impressions, or people who actually saw the image. Of those, 6,093 clicked on the image and 333 people completed the form. Of those, 119 students applied and 28 actually enrolled in a total of 156 credits. Enrollment income totaled \$24,272 for a \$3,367.29 cost, or a 651 percent return on investment. Ms. Sjogren said that digital marketing is the wave of the future because it is targeted, and we should see greater success for our efforts. Another set of programs will be featured in the fall to reach another demographic of students.

Ms. Sjogren commended her amazing team, especially their willingness to learn more about the digital marketing campaigns and thanked the board for their time, attention, and interest.

D. Functional Area Updates

Dr. Feeney remarked that this has been a challenging year. He is proud of the work the Academics team has done to look at variables associated with the budget and how they can help the college meet its mission. The academic deans spent a great deal of time working with areas to streamline and analyze operations, and several changes will occur as a result of this work.

- The Esthetician program will be closed, and a number of other programs will be undergoing significant reductions and changes with an eye toward increasing productivity. The faculty load formula was expanded to increase efficiency and consistency. These and other changes will continue to support students and changing community needs.
- Online enrollment continues to be strong and work is being done to be sure BCTC students enroll with us so we can assist in retention. BCTC is focusing efforts this summer and fall to create online science courses to ensure quality. There are plans to track the success rates of students in the courses as well as at the next level to analyze the correlation.

College leadership has worked with officials in Jessamine County to develop a diesel mechanics program for repair of medium and heavy diesel engines. This effort has been underway for approximately 18 months and will be presented to the KCTCS Board of Regents for approval next week. If approved, this will be a significant partnership for the college. Jessamine County recently completed a \$2.4 million facility that BCTC will be able to use for classes in the afternoons, evenings, and weekends. Dr. Julian noted that this is another Work Ready Skills Initiative funded project and that BCTC is a project partner.

Dr. Feeney noted that we continue to prepare for the Southern Association of College and Schools Commission on College (SACSCOC) reaffirmation. A large part of that review process is faculty credentials. For each course offered, we have to demonstrate that the instructors have the necessary credentials to teach that course content. Academics is overhauling the process and reviewing 1,741 faculty files as we prepare this information for review. Dr. Feeney noted that this is the number one issue that SACSCOC cites colleges on, and it is his goal to have no errors in this information during the first review.

Dr. Feeney stated that the Academics team has done outstanding work this past year. He invited members to the theatre program's production this weekend, where they will present four one-act plays written by Kentucky playwrights.

Ms. Bell remarked that the operations team is putting in a great deal of additional work. For every new building we erect, there are security and infrastructure impacts. Housekeeping has to clean more square footage, and maintenance staff need to learn how to operate new systems. The Information Technology staff are very involved, as well. The Leestown Campus renovation includes technology infrastructure, including a fiber backbone and updated wiring, which will improve the speed of the network. We currently do not have the infrastructure in place for all of the high-speed connectivity that is needed.

Ms. Bell reported that KCTCS undergoes a financial statement audit every year, but each college does not receive a site visit. This year, the external auditors visited BCTC and tested transactions. There were no findings and no recommendations for improvement. Ms. Bell is excited to have that confirmation, as we work very hard to have all of the documentation and information for each transaction because we are accountable to students and taxpayers. This was a good confirmation of all of the hard work done across the college.

She reported that the Bursar's Office cashiers took in \$5.6 million this year. All of that money is deposited and posted to the General Ledger. The goal is always to have zero errors and 100 percent accuracy. This year we had one recording reconciling item (no money was lost) for an accuracy rate of 99.999 percent. All of our cashiers have been here for less than one year and we have a new supervisor who has been here just over a year, so that is a wonderful recognition of their hard work.

The 2017–2018 fiscal year ends on June 30, 2018. Staff have completed a physical inventory of assets and equipment. There are over 700 assets and they found all but two, but many items have moved due to the campus transitions. There are over 7,000 pieces of equipment and they have located all but 12 percent of those items, and there are some items that need to be written off. Staff will continue to follow up on all of these items, but these are excellent results.

Charlene Walker reported that the Multiculturalism and Inclusion division has engaged in many outreach and retention efforts. Super Someday was held across the KCTCS colleges again this year. Ms. Walker visited five high schools and conducted career assessments with over 200 students. Of those, 170 attended Super Someday activities at BCTC and 42 applied for admission.

Ms. Walker also completed the diversity plan that was recently approved by KCTCS and the Council on Postsecondary Education. She noted that while completing the plan, we talk about opportunity. BCTC's underrepresented minority population was 22.4 percent, exceeding our target.

Ms. Walker remarked that while we emphasize recruiting, retention plays a very important part in the performance funding goals. The number of students who identify as two or more races is BCTC's fastest growing group of students. Diversity asks how many people of color do we have. Equity asks what kinds of conditions have we created. To retain students, we have to make sure we have supports in place in order for them to be successful.

Dr. Houillion asked for the required retention percentage. Ms. Walker responded that there is a number, called success, that shows a percentage that we should be able to retain. She will obtain that information and it will be shared with the members.

Chair Walker thanked Dr. Feeney, Ms. Bell, and Ms. Walker for their reports.

IV. Announcements

Chair Walker noted that the next meeting should be the first Wednesday of September, which is the week of Labor Day. He asked if members wished to stay with that date or move the meeting to the following week. Dr. Julian remarked that this change has been made in the past. Mr. McNulty made a motion to move the September meeting to the second week, making the meeting date September 12, 2018. Ms. Huffman seconded the motion and the motion carried. The 2018–2019 meeting dates will be included in the next board update.

Chair Walker called for volunteers to serve on a nominating committee. The committee members will coordinate the ballot of board officer candidates. Officers will be elected at the meeting on September 12, 2018. Board officer positions include Chair, Vice Chair, and Secretary, and all are open for nominations. Ms. Huffman, Mr. Blunk, and Marissa Smith agreed to serve on the nominating committee. Members should email Tammi O'Neill with any nominations and she will forward those to the committee.

V. Adjourn

Chair Walker thanked the members for their attention to the matters presented tonight. He thanked Dr. Julian and the leadership for sharing good news about what is happening on the campuses. A motion to adjourn by acclamation was proposed by Chair Walker. At 8:15 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 12, 2018. The meeting will be held in the Board Room at the Leestown Campus.

Respectfully submitted,

Tammi O'Neill
Office of the President

Augusta A. Julian, Ed.D.
President