

**Hazard Community & Technical College**  
**Board of Directors**  
**March 25, 2004**  
**Breathitt County Life Skills Center**

Present: Chairman William Engle, Ron Reed, Derwood Brady, Jan Stumbo, Jeannie Edmonds, Fred Brashear, Grace Warrix, Elbert Hagans and Jerry Ritchie

Guest: Dr. Jay Box, Fred Landrum, Kathy Smoot, Doug Fraley, Evelyn Wood, Judy Mitchell, Delcie Combs and Jarrid Deaton (Hazard-Herald)

The meeting began at 5:30 p.m. at the Breathitt County Life Skills Center with a light dinner being served. Chairman Engle called the meeting to order.

Chairman Engle asked for a review of the minutes from the October 2<sup>nd</sup>, 2003 Board meeting. Mrs. Warrix moved and Mr. Brady seconded the motion to approve the minutes. The motion was passed unanimously.

Fred Landrum, VP for Business Affairs, presented a list of budget needs that had been prioritized with input from the Goal and Mission Teams. This list will be used to allocate any new funding that might come to the college. The board reviewed the list and approved.

VP Landrum also provided information and answered questions regarding the budget reductions that the college had suffered this past year due to state call backs and a shortfall in college revenue. He pointed out that a shortage of tuition revenue resulted in fulltime students taking fewer hours than in the past and also a decrease in part time students. He speculated that the drop in part time students might be a result of higher tuition.

After much discussion, Mr. Brady moved and Mrs. Warrix seconded the motion to accept Resolution 1-04, Budget Priorities. The motion was passed unanimously.

Mr. Doug Fraley, Vice President of Student Affairs, next presented to the Board the Room and Board Rates for the Lees College Campus. Mr. Fraley stated that due to increased costs, an increase in the room and board rates would be needed. Mr. Brashear moved and Mr. Brady seconded the motion to accept Resolution 2-04, Room and Board Rates. The motion was passed unanimously.

Dr. Box informed the board that a late Resolution was submitted due to the fact that the University of Mountains had applied for a \$316,000 grant from the Appalachian Regional Commission. In order to receive the grant, the Board would need to approve the acceptance of the grant. The UCM is beginning to grow and now has a permanent office complex in the first floor of the Science Wing.

Mrs. Warrix moved and Mrs. Stumbo seconded the motion to accept Resolution 3-04, University Center of the Mountains Project Resolution. The motion was passed unanimously.

**Information for Future Action: (Action to be taken at next meeting)**

Donna Combs, Director of Institutional Planning and Effectiveness, informed the Board of the overall planning process for the Strategic Plan at Hazard Community & Technical College. The HCTC Strategic Plan contains institutional goals, unit goals, departmental objectives, methods of measurement and unit/persons responsible. Goals and objectives are developed so that the broader institutional goals and the College's responsibility of supporting the Kentucky Community and Technical College (KCTCS) goals are achieved. All HCTC employees are involved in the planning process. Continuous activities such as assessments of the community, workforce trends, student focus groups, data analysis, program reviews and etc. at the institutional, unit and departmental level lead to the development of institutional, unit and departmental goals and objectives. The Enrollment Management Plan that will be presented to the Board of Directors contains many examples of this planning process and the establishment of goals and evaluative measures.

The 2004-2006 HCTC Strategic Plan was developed using the described planning process. A two year plan was developed by revising the previous HCTC Strategic Plan. All units of the college were encouraged to limit their focus to several priorities for the upcoming two years. KCTCS is presently developing a new Strategic Plan for 2006-2010 that will be distributed in 2005. HCTC will begin development of its next Strategic Plan in 2005 after the KCTCS Plan is available to provide direction. This will put HCTC on the same planning cycle as KCTCS. The new HCTC Strategic Plan will also be for 2006-2010.

**President' Report**

Doug Fraley, Vice President of Student Affairs presented to the Board a report on the college's comprehensive enrollment management planning. Also, presenting were Dr. Kathy Smoot, Provost/Vice President of Academic Affairs and Judy Mitchell, Vice President of Community and Resource Development.

Doug enlightened the Board on the steps that the enrollment management planning team had developed to increase enrollment: Increase leads/applicants; increase conversion rates; increase students retained; develop financial means to pay; add academic programs and expand marketing.

Dr. Kathy Smoot told the Board the steps that Academics have developed regarding the enrollment management plan: Academic Resource Centers developed; GE 100 orientations –online; assessment & placement to be successful; early alert program developed; tract retention in ever class; and data base decision making.

Julia Mitchell also informed that Board the steps that Community and Resource Developing are taking to help with enrollment: developed a scholarship brochure; good scholarship assistance for full-time students; post articles on website. Last year we received 260 applicants for scholarships, this year due to all the efforts to promote scholarships – received 543 applicants.

Dr. Box stated to the Board that the Leadership Team is now looking at data to help with decision making, and this is evident in the reports presented tonight. The Leadership Team has also developed the dash board concept with all areas that will help show what we need to be looking at on a month, quarterly, yearly basis.

Faculty, Staff, Students have been communicating with Legislators regarding budget concerns by making visits to Frankfort, writing letters and we had three local representatives come and speak to the students.

Cyndi Osborne, student at HCTC, has been elected to the KCTCS Board of Regents as the community college student representative. The 14-member Board of Regents establishes policy for Kentucky's statewide system of two-year community and technical colleges. Osborne will begin her 2004/05 term after July 1 and end June 30, 2005.

Dr. Box told the board that there is more of a concern for next year with an on going increase cost in utilities, and healthcare benefits. Because of these increases, we will have to increase tuition 10% to cover the cost.

Kentucky School of Craft budget has been added to the governor's budget, house budget and outside the house for next year. Leslie County funding is not in the budget. There was no additional funding for the Breathitt County Life Skills Center. There is \$1 million in the Governors budget for the UCM which will be a one time fund for 5 years.

Congressman Rogers is very interested in a proposal that the college has submitted for a 2<sup>nd</sup> Responders Center for Homeland Security to be housed in Hazard. Funding for the project is looking very favorable. Plans are underway to work with ARH to house the center at the old ARH Hospital Complex. Expertise will need to be brought in to train folks which will lead to an increase in revenue for the county in regards to hotels, housing, restaurants, shopping, etc.

Respectively Submitted: Grace Warrix, Board Secretary.

Forwarded by Delcie Combs, Executive Administrative Assistant to the President

\_\_Grace Warrix\_\_\_\_\_  
Grace Warrix

\_\_\_\_May 20, 2004\_\_\_\_\_  
Date