

**Hazard Community & Technical College**  
**Board of Directors**  
**Minutes**  
**February 17, 2005**  
**Kentucky School of Craft**

Present: Chairman Fred Brashear, William Engle, Dwayne Herald, Conley Ross, Jan Stumbo, Ron Reed, Elbert Hagans, Jeannie Edmonds and Grace Warrix

Guest: Dr. Jay Box, Fred Landrum, Doug Fraley, Judy Mitchell, Renee Bryant and Delcie Combs

The meeting began at 5:30 p.m. in the Kentucky School of Craft with a light dinner being served. Chairman Brashear called the meeting to order.

Chairman Brashear asked for a review of the minutes from the November 18<sup>th</sup>, 2004 Board meeting. Mrs. Warrix moved and Mr. Herald seconded the motion to approve the minutes. The motion was passed unanimously.

Mr. Landrum, Vice President of Business Affairs, described the process by which broad college input had been sought in identifying college operational needs. These needs were then grouped into 10 categories. The mission team ranked the categories and indicated how any new dollars should be allocated. Mr. Landrum further explained how he, along with KCTCS and HCTC maintenance staff had evaluated the facilities and capital needs of each campus to arrive at the list of projects presented in the Strategic Needs Analysis (SNA) report. He indicated that Dr. Box had held focus groups on the different campuses to discuss capital projects with students, faculty and community citizens to arrive at a prioritization of those needs. He further explained that two of that Operational needs, Capital Projects, School of Craft Program Funds and the University Center of the Mountains program funds competed in separate funding pools. The list of prioritized projects was presented to the Board of Directors for approval. Mr. Engle moved and Mrs. Warrix seconded the motion to approve Resolution 1-05, 2006-08 Annual Budget Request. The motion was passed unanimously.

Dr. Box asked the Board to review HCTC's future projects spreadsheet under the informational items in their booklet. The spreadsheet includes all future projects for 2005-2012.

In a related discussion Mr. Landrum also told the Board that the campus master plan is being updated to include all campuses and would be based heavily on the capital and facilities needs listed in the SNA report.

Doug Fraley, Vice President of Student Services, presented the proposed AY 2005-06 Room and Board Rates for the Lees College Campus of HCTC. He reflected that in the past the Board has approved a small increase each year to reflect cost of business increase. The dorms are operating at a minimum. The Room and Board rates are still below the benchmarks of ECU and Morehead. There was much concern from Board members that the increase would be a financial hardship on students who need to stay in the dorms. After further discussion a motion was made to increase the room rates by 50% of the proposed room and board rates (Housing \$950.00 and Dining \$1035.00). Mr. Engle moved and Mrs. Warrix seconded the motion to accept Resolution 2-05, Room and Board Rates ( Proposal I . ) at the Lees Campus. The motion was passed unanimously.

The Board accepted Proposal II, Daily Conference and Guest Rates as noted. Mr. Engle moved and Mrs. Edmonds seconded the motion to accept Resolution 2-05, Proposal II, Daily Conference and Guest Rates. The motion was passed unanimously.

Julia Mitchell, Vice President of Community Development, gave the Board an update on the "Fulfilling the Promise Campaign". Judy stated that 73% of the college employees have made gifts and pledges to the campaign totaling over \$89,000 at this time. The internal campaign will hopefully end by the end of the month. Judy reviewed the Campaign Flyer that was included in their packet, also with the Board. A CD, regarding the Campaign was viewed by the Board.

Fred Landrum, Vice President of Business Affairs told the Board that we are following the same pattern as last year. There will be a \$150,000 savings in the telephone budget, due to the new system that has been implemented. He further indicated that he anticipated a \$660,000 revenue shortfall, both with the telephone savings, salary savings and some expenditures that would not be necessary because revenue generating programs had not materialized that the college could cover the shortfall without much difficulty.

Fred Brashear, Chairman, informed the Board of the new Professional Music Program. The Program will be housed in Hyden. The Professional Music Program will help students develop musical performance techniques and train students in the proper methods for production of high quality musical recordings and performances while providing them with business skills for the profession. A National Advisory Council comprised of successful musicians, performers, producers, etc. from across the United States was brought together in early January to spearhead the development of this project. The Council will return May 18 th , 19 th , and 20 th . At this time the Council will guide the formation of the program's basic vision, mission, and goals. A benefit concert will be held on May 19 th – Board members were invited to attend. The Council will be assisted by a local advisory council that will soon be established. While the National Council focuses on the big picture, the local council will be helping us with the details needed to get the community ready for the program.

Fred Landrum, Vice President of Business Affairs informed the Board that our SACS Leadership Team attended an orientation meeting in Atlanta , Georgia in late January. The orientation was an opportunity to review the changes in the reaffirmation process. The new process is entirely different than what we have done in the past. The most significant change to the reaffirmation process is the requirement that each college develop a Quality Enhancement Plan (QEP). This is based on the assumption that student learning is at the center of all that we do at our institution. The selection of a focus for the QEP begins with employee and student forums. The forums have been scheduled to take place on all campuses in the next two weeks. Information gathered at the forums and through e-mail correspondence will be given to the QEP Management Team to review and to determine the common themes. The team will make a formal presentation to the expanded Leadership Team during the President Leadership Retreat at the end of May. The Leadership Team will then narrow the scope and focus of the QEP and send the concept back to the QEP Management Team to develop during the 05-06 academic year.

Chairman Brashear asked for a motion to go into Executive Session. Mrs. Warrix moved and Mr. Engle seconded the motion to go into Executive Session.

There being no further discussion or business, Mr. Brashear adjourned the meeting at 7:45 p.m. to move into Executive Session.

Mr. Engle moved to end Executive Session, Mrs. Warrix seconded the motion. The motion was passed unanimously.

After returning from Executive Session, Mr. Engle moved to accept John Brown as the recipient of the 2005 Distinguished Service Award. Mrs. Warrix seconded the motion to accept John Brown. The motion was passed unanimously. This award will be presented at the Hazard Perry County Civic Night.

Meeting adjourned at 8:10 p.m.

Respectively Submitted:

---

Grace Warrix, Board Secretary

Forwarded by Delcie Combs, Executive Administrative Assistant.