

**Hazard Community & Technical College**  
**Board of Directors**  
**Minutes**  
**November 21, 2005**  
**Breathitt County Life Skills Center**

Present: Chairman Fred Brashear, Ron Reed, Jeannie Edmonds, Bill Engle, Dwayne Herald, Greg Wells, Elbert Hagans, Jan Stumbo

Guest: Dr. Jay Box, Fred Landrum, Kathy Smoot, Judy Mitchell, Donna Combs, Doug Fraley and Delcie Combs

The meeting began at 5:30 p.m. at the Feed Store on Main Street in Jackson, Kentucky with a light dinner being served. The Board Meeting was held in the Breathitt County Life Skills Center across the street from Feed Store.

Chairman Brashear called the meeting to order.

Chairman Brashear asked for a review of the minutes from the September 1<sup>st</sup> Board meeting. Mrs. Stumbo noted change on page two: "James **Still** Center". Mr. Engle moved and Mr. Reed seconded the motion to accept minutes with change. The motion was passed unanimously.

Donna Combs, Director of Institutional Planning, Research and Effectiveness, reviewed and explained the 2006-2010 Strategic Planning Process and the Strategic Plan. Donna explained that KCTCS has four goals and HCTC has seven goals in which support the KCTCS goals. The Board will take action on the Strategic Plan at the February meeting.

Board members had many questions of Donna relating to data decision and how well our transfer students are doing in the bigger universities. Donna explained that the college is using a Clearing House to gather information on transfer students and will be looking at how these students do in Eng 101 and college algebra.

Doug Fraley, Vice President for Student Services, presented a report on student enrollment characteristics for each fall semester from 2001 through 2005. The presentation focused on the fall 2005 enrollment which emphasized the headcount had increased from fall 2004, the increase in Business Industry Training (BIT) courses, and that the college continues to be a regional institution of influence.

Fred Landrum, Vice President for Business Affairs, informed the board that the expense side was running as projected. However, revenue is down due to lower than projected enrollment. Mr. Landrum explained that part of the issue is that non-traditional students are taking less hours which reduces the tuition revenue. Enrollment is a critical component of the college's revenue. We need to educate our students the importance of

staying in school. Mrs. Stumbo suggested that maybe we could reward a student that graduate in two years.

Chairman Brashear, informed the Board that if they have not pledged to the Campaign to please do so. He stated that he would like to have 100% participation. Three million has been pledged. Leslie County Fiscal Court is planning on donating the Leslie County Development Center to the college and will be added to the Campaign. Breathitt County Fiscal Court is planning a gift also.

Dr. Box informed the Board that Mr. Landrum and the other Vice Presidents are holding the line on spending. College has put back a reserve to protect the institute so we don't have to cut back on staff or programs. KCTCS alerted us of a fund balance of \$1.2 million. \$600,000 will be utilized for special needs for the college.

The Compliance Certification document is in its second draft. At this time, the college has determined that it is in compliance with all of the SACS standards for accreditation. A third draft is due before Christmas break and the final presentation of the document will be made at a college-wide assembly on January 27<sup>th</sup>. The completed document will be submitted to SACS on March 15, 2006.

Faculty searches are currently underway in the following areas: Director of the Bluegrass & Traditional Music Program; RN Nursing Coordinator, and three nursing faculty positions.

Facilities master plan includes ADA improvements at the Lees College Campus. A elevator in the Library, Phil Smith Administration Building and in the Gym. A restroom will also be added in the library.

Security cameras have been installed in the dorms on the Lees College Campus. Jackson City Police have also been patrolling the campus.

Dr. Box informed the Board that Business Office Staff had been recognized by the system for best practices in purchasing, accounts and bank reconciliations.

Dr. Box informed the board of important upcoming events:

- Legislative Briefing Breakfast scheduled for December 15<sup>th</sup>, 2006 in which Dr. McCall will be presenting KCTCS projects HCTC has two projects supported by CPE.
- Dr. Box will host his reception on December 8<sup>th</sup> and invites Board members to attend.

Mr. Engle asked if the Student Leadership Institute would make a presentation at the next Board meeting.

There being no further discussion, Mr. Engle moved and Mr. Herald seconded the motion to end the meeting, The motion was passed unanimously.

Meeting adjourned at 7:33 p.m.

Respectively Submitted:

Grace Warrix  
Grace Warrix, Board Secretary

2/21/06  
Date

Forwarded by Delcie Combs, Executive Administrative Assistant.