

**Hazard Community & Technical College**  
**Board of Directors**  
**August 29, 2006**  
**Leslie County Center**

Present: Chairman Fred Brashear, Ron Reed, Bill Engle, Jan Stumbo, William Engle, Grace Warrix, Jeannie Edmonds, Greg Wells, and Shirley Engle

Guest: Dr. Jay Box, Fred Landrum, Kathy Smoot, Judy Mitchell, Evelyn Wood, Germaine Shaffer, Bart Massey, Donna Combs and Delcie Combs

The meeting began at 5:30 p.m. at the Leslie County Center with a light dinner being served. Chairman Brashear called the meeting to order.

First on the agenda was the swearing in of new members. Mr. Engle, County Judge Executive administered the oath of office to Shirley Engle, Staff Representative, newly elected member to the Board.

Chairman Brashear asked for a review of the minutes from the May 15, 2006 Board meeting. Mrs. Warrix moved and Mr. Wells seconded the motion to approve the minutes. The motion was passed unanimously.

**Informational Items**

Dianne Adams, Interim Director of the Quality Enhancement Plan informed that Board that SACS team will visit and review the QEP and give recommendations. The steering committee will review the recommendations. The Quality Enhancement Plan focus is connecting under prepared full-time students to college success by strengthening the developmental education program and by establishing a Center for College Success to support the learning of developmental students during the critical first year.

Connections to College Success focuses on improving developmental student learning. The plan will connect students to excellent classroom education by strengthening the Developmental Education Program. The plan also will connect students to resources to support their education through the Center for College Success. As a whole, the QEP will connect developmental students with the experiences they need to successfully complete their academic goals. Based on assessments, activities will be modified to ensure student learning outcomes are achieved.

The Center for College Success will focus on advising of first-year developmental students, career exploration, advising training for faculty and staff, orientation programs, and the Success Academy.

The current QEP Management Team Leader will act as an interim QEP Director until a full-time QEP Director assumes responsibility for the QEP in January 2007. The 2006-2007 QEP Steering Committee, charged to oversee implementation and assessment of the QEP, has been appointed; and QEP personnel positions have been integrated into the

HCTC organizational structure. Positions include QEP Director/CCS Coordinator the Developmental Education Program Coordinator and faculty workgroups. The eight faculty workgroups have been formed to assist with the implementation of the activities to strengthen the Developmental Education Program.

After a lengthy discussion and concerns it was noted about education level of students. Dr. Box informed the Board that 9 out of 10 students test into developmental education courses. Students are coming to college unprepared. Our goal at the college is to schedule meetings with superintendents to discuss their situation and how they and the college can work together to address this issue.

Donna Combs, Director of Institutional Effectiveness, provided an update on the SACS Compliance Certification and Focused Report. The SACS Compliance Certification was completed by HCTC to determine whether it was in compliance with the 82 SACS *Standards of Accreditation*. The Compliance Certification was submitted to SACS in March 2006 as part of its SACS reaffirmation of accreditation process. It was reviewed in May and the preliminary report was received in June. There were nineteen (19) areas that were listed as non-compliant because of a lack of information or documentation (evidence). This was only a preliminary report.

In the new process that SACS has implemented, HCTC was given an opportunity to complete a Focused Report to address the 19 areas. The Focused Report provides updated information or additional documentation regarding the institution's compliance with the Core Requirements or Comprehensive Standards identified by the Off-Site Committee. The Focused Report will be reviewed by the SACS On-Site Review Committee and SACS. It is expected that most of the 19 areas will be determined to be compliant. The reaffirmation of accreditation will not be awarded until the College provides evidence of compliance with all areas.

The nineteen areas, for which additional evidence and information have been provided, fall within one or more of the following Categories:

- Institutional effectiveness and use of results toward improvement
- Implementation of specific KCTCS/HCTC policies
- Consortia agreements
- Program and learning outcomes
- Resources

The SACS On-Site Review is scheduled for Oct 2-5, 2006. A tentative schedule was provided. A tentative luncheon meeting with the On-Site Committee and the Board of Directors has been scheduled for Oct 4 from 11:30 a.m. to 12:30 p.m. on the Hazard Campus.

Chairman Brashear and Board members determined the 2006-07 Quarterly Board Meetings as the following;

- November 28, 2006
- February 27, 2007

- May 22, 2007
- August 28, 2007

### **President's Report**

Dr. Box informed the Board that enrollment dropped last semester. Our main issue is retention, and how we are to maintain our students. Dr. Box asked Germaine Shaffer, Director of Enrollment, to enlighten the Board on steps that are being taken to address the enrollment droop. Ms. Shaffer stated that a marketing campaign has been under way to enhance HCTC's enrollment figures. Advertisements, TV spots, banners, success story brochures, open house, phone calls and pilot registration. Ms. Shaffer provide to the Board copies of the newly Answer Book. The Book includes information for new readmitted and transfer students. Ms. Shaffer also presented a "Big Careers Big Money" pamphlet that will be presented to students during the HCTC Road Shows. HCTC will be hosting HCTC Road Shows for six graders through twelfth grade. The shows will involve a ½ day program with hands on program demonstrations. The shows will be conducted October 06 through April 07.

Dr. Box stated that the Student Leadership Initiative has been redirected this year. Doug Fraley, Vice President of Student Services, and Dr. Box have become the co-sponsors of the program this semester. Mr. Fraley and Dr. Box conducted home visits with each student and their families. A three day retreat was held in August. The retreat entitled visits to all four campuses (1/2 day at each campus), and included community guest speakers, and a former student from Cohort 1. Classes were web enhanced classes that included pod cast for each class. Each student is encouraged to be involved in community service.

Dr. Box informed the Board that the Richard Bean, Chairman of the KCTCS Board of Regents requested that the Boards September 14 & 15 quarterly meeting be held at the Kentucky School of Craft. Their scheduled meetings will take place in the Opportunity Center during the day. On Thursday at 6:30 p.m. a tour and dinner will be hosted at the Kentucky School of Craft. Board members are encouraged to attend along with community members. Randy Thompson, County Judge Executive, will swear in new KCTCS Board of Regents members.

Dr. McCall has also requested a date to meet with all Board of Directors in the system. Dr. Box will forward the Boards planned 2006-07 quarterly meetings. Dr. McCall will discuss local directions of the college.

Chairman Brashear asked for a motion to go into Executive Session. Mr. Engle moved and Mrs. Edmonds seconded the motion. The motion was passed unanimously. (Election of Officers)

Upon return after Executive Session, Mr. Brashear announced that nominations for officers of the Board were Fred Brashear Chairman, Jeannie Edmonds Co-chairman and Jan Stumbo would serve as Secretary. Ms. Stumbo moved and Ms. Edmonds seconded the motion to accept nominations. The motion was passed unanimously.

There being no further discussion or business, Mr. Brashear adjourned the meeting at 7:30 p.m.

Respectively Submitted:

Grace Warrix  
Grace Warrix, Board Secretary

11/28/06  
Date

Forwarded by Delcie Combs, Executive Administrative Assistant to the President